



Title:            **PROJECT COORDINATOR**

Role:            Ensure the implementation of the projects for which he/she is responsible, in accordance with Katimavik's policies and procedures. Provide supervision and support to the project leaders. Part of the duties are done at home.

Supervisor:    Regional director

## **MAIN RESPONSIBILITIES**

### Management of field staff

- Provide guidance, direction, training and support to project leaders;
- Provide leadership to the cluster team;
- Supervise project leaders' performance and take appropriate actions to resolve performance issues;
- Respond to any emergency call in a timely and effective manner;
- Act as a liaison between the regional office and project leaders in regards to their respective needs and concerns.

### Management of Katimavik's program implementation

- Oversee and support the implementation of Katimavik's program in the areas of volunteer work, the learning programs and group life;
- Exercise leadership in developing and maintaining positive relationships with community partners so as to ensure the smooth functioning of work projects;
- Support project leaders in establishing a safe and healthy environment that is favourable for group development;
- Ensure proper application of behavioural standards by project leaders and support the process;
- Develop and/or facilitate workshops, debriefings and other programming activities as needed;
- Respond to and advise regional office on matters that may negatively affect the quality of the participants' experience.

### Community relations and development

- Participate in the identification and development of new projects in targeted communities;
- Promotes a positive image of Katimavik in the community and to local media;
- Develop and maintain a network of resource and key people within the community;
- Develop and keep updated a network of volunteers, including former participants.

### Administrative management

- Coordinate and participate in project set up and shut down;
- Ensure sound financial management of cluster budgets;
- Plan, monitor, evaluate and report on ongoing project operations;
- Ensure the production of reports and forms required from project leaders according to Katimavik's directives.

### Collaboration

- Collaborate closely with the regional office and head office personnel;
- Perform any other related duty that may be assigned by the regional director.