



**PROJECT COORDINATOR, OPERATIONS**  
**Vancouver - 18 months temporary**

There are approximately 70,000 British Columbians living with dementia, and this number is growing. For every person living with dementia, there are many more people affected, including family, friends, co-workers and other members of their communities. Our vision is of a world without Alzheimer's disease and other dementias and that world begins with a more dementia-friendly society, where people affected by dementia are acknowledged, supported and included.

**ABOUT THE POSITION**

As a member of Operations team, the Project Coordinator provides project management support to department project initiatives to ensure efficiency and alignment with project governance provided by Operations Manager. The Project Coordinator will also support the Operations team with day-to-day functional administrative tasks essential to the smooth running of the Society.

This is a temporary, 18 month position with the possibility of extension.

**ABOUT YOU**

You bring 1 to 3 years relevant experience, such as project management, organizational administration or project administration. You also have:

- Solid understanding of project management fundamentals.
- High level of competence in the use of Office 365.
- Strong organizational and time management skills.
- Ability to work independently.
- High attention to detail.
- Excellent telephone manner, are people-focused and you communicate with tact and discretion.
- Knowledge of non-profit environment preferred.

Please note: proof of COVID 19 vaccination status will be required.

**RESPONSIBILITIES/ACCOUNTABILITIES**

- Project management and coordinate the organizational transition to hybrid work mode.
- Follow up on office facility issues. Present solutions for approval to Manager, Operations.
- Centralize facilities coordination and resource management wherever possible. For example, coordinate and project manage lease renewals, vendor management, and any spatial reorientation projects.
- Maintain facilities database and documentation in association with resource management.
- Assist IT with equipment management including maintenance of asset database and physical deployment of hardware.
- Support organizational change management efforts related to departmental project execution.
- Provide vacation relief and backup coverage for Provincial Office Receptionist. Reception duties include answering calls, handling/sorting mail, dealing with couriers, greeting clients.
- Assist department with admin tasks as required.
- Other duties as required to meet the needs of the role in relation to organizational goals.
- Flexibility with regards to scheduling is expected.
- This role will require occasional on-site activity but will have the opportunity to work remotely at least some of the time.

## ABOUT US

We offer a flexible work environment, including opportunities for a nine-day fortnight and/or the ability to work from home on occasion (*this position will work remotely during the pandemic*). We also offer:

- Excellent employee benefits package.
- Competitive salary.
- Employee and Family Assistance program for you and your dependents.
- Growth and learning opportunities, including support for appropriate training and development initiatives.
- Generous leave provisions (vacation, personal days, etc.).
- 13 paid statutory holidays a year.

## TO APPLY

If this sounds like you, we would love to hear from you.

EMAIL (Only PDF or Word documents are accepted) your resume and a cover letter that details how your experience and qualifications match this opportunity.

Please include your salary expectation. Thank you.

**This posting will remain open until the position is filled.  
We encourage you to apply as soon as possible.**

We sincerely thank all applicants for their interest in the Alzheimer Society of B.C. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

To find out more about the Society, our programs, and First Link®, visit: [www.alzheimerbc.org](http://www.alzheimerbc.org)

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