

Job Description

Education & Labour Development Project Coordinator

Landscape Ontario is a trade Association with more than 2,000 professional members, Landscape Ontario is the province's premier horticultural trades association. Our mission is to be the leader in representing, promoting and fostering a favourable climate for the advancement of the horticulture industry in Ontario. Landscape Ontario is a dynamic association offering professional development opportunities, industry trade shows and conferences, consumer events and cost savings benefits.

Join a dynamic, fast-paced work environment, which supports innovation and creativity as we support our industry's growth.

Responsibilities:

- Support the department manager by proactively coordinating multiple projects and activities including planning, organizing, and communication of project deliverables
- Support development of grant project proposals, contract scopes and schedules
- Coordinate, monitor and track existing and new project plans, contract activities and progress, timelines, work hours, and expenses
- Provide timely and professional communication with Manager, committee, other staff and project and program stakeholders about project progress, status and issues that may impact delivery
- Coordinate and document project meetings
- Coordinate and monitor sub-contractor deliverables
- Maintain accurate and consistent files and documentation
- Prepare and update project status reports, documentation and files
- Maintain a proactive focus on meeting project requirements and deadlines
- Develop communication plans for all projects and programs as required and work with Communications team towards execution
- Support the Manager in the development and delivery of the Water Smart Irrigation Professional Program (WSIP) pilot
- Support the CNLA, the Professional Development committee and the Manager in coordination of the Landscape Industry Certification program in Ontario as outlined by the administration agreement
- Proactively communicate ideas that support continuous improvement
- Provide support to other departments as needed

Reporting relationships

- At the staff level the Education & Labour Development Coordinator reports directly to the Manager of Education and Labour Development
- At the volunteer level the Education & Labour Development Coordinator serves and is accountable to the Long Term and Short term HR Committees and the professional Development & Certification Committee

Qualifications:

- Post-secondary education in Business Administration, Project Coordination, Horticulture, Environmental Sciences or related program
- Workplace experience in successful project coordination role, related to the horticulture industry
- Highly motivated with strong organizational, research, analytical, problem solving and decision making abilities
- Proven ability to work effectively both independently and in a team based environment
- Demonstrated willingness to coordinate multiple projects and programs simultaneously and adapt to changing priorities
- Excellent interpersonal skills
- Excellent written, verbal and presentation communication skills
- Strong customer service skills
- Proficient at Microsoft office package,
- Discrete, ethical and committed to maintaining a high degree of confidentiality.
- Willingness to travel overnight as required
- Valid driver's license

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to sharvey@landscapeontario.com by October 23, 2015.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.