



**CBTU SMCC**

CANADA'S BUILDING TRADES UNIONS  
LES SYNDICATS DES MÉTIERS DE LA CONSTRUCTION DU CANADA  
Value on Display. Every Day. Valeur sûre à tous les jours.

## **Integrating Climate Literacy Into Skilled trades Project Coordinator**

### **POSITION SUMMARY**

Want to be a part of an exciting new progressive initiative in Canada?

Canada's Building Trades Unions is looking for a full time Project Coordinator to support the deliverables and objectives for a 4.5 year federally funded project under the Government of Canada's Union Training and Innovation Program through Employment and Social Development Canada; the project primary objectives are Integrating Climate Literacy Into Skilled Trades Education and Training.

Canada's Building Trades Union/Les Syndicats des métiers de la construction du Canada is an affiliation of 14 construction trades unions representing 600,000 craftworkers from coast to coast. Since 1908 CBTU/SMCC and our members have built the roads, bridges, hospitals, schools and factories that fuel the economic prosperity of all Canadians. Our contractors and members are the folks that keep your house warm in the winter and cool in the summer. We deliver value. Every Day

The individual in this position will work under the direction of the Executive Director, the Director of Workforce Development and the Project Manager, to assist in the coordination and management of all project activities.

### **KEY RESPONSIBILITIES**

**Overall Project Coordination:** Working closely with the Project Manager utilization of a project management system to help coordinate overall work plans; ensure projects are kept on track and meeting deadlines;

**Communication and Reporting:** Prepare and format written correspondence including memos and letters, invitations and meeting agendas; support preparation of various reports; monitoring and providing progress reports to the Project Manager and Director of Workforce Development.

**Financial Management and Coordination:** Prepare and monitor project related budgets and cash flows; organize travel expense reimbursements for project partners.



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**Meeting Coordination and Administration:** Coordinate and schedule meetings with partners, advisory committees and stakeholders; develop invitations, agendas and minutes; coordinate travel arrangements, meeting rooms and/or virtual meetings; coordinate project pilot roll outs and delivery; coordinate online workshops for Trainers, Apprentices, Journeypersons, Employers, Contractors and Union Affiliates; coordinate delivery of final products/packages/tools to Employer Partners, Trainers, Contractors and Union Affiliates; coordinate final virtual conference in five regions.

## QUALIFICATIONS

### Education and Experience

- Post-secondary education in a related discipline is highly desirable (project coordination, administration, social sciences, business)
- At least 5 years of experience in a similar role - project coordination, communication, administration, reporting
- Experience with project related financial budgeting, cash flow projections and monitoring, reporting, planning and bookkeeping
- Knowledge of or experience in the construction industry including the construction building trades and apprenticeship system in Canada is an asset
- Extensive experience in partnering and developing relationships with people/stakeholders

### Knowledge, Skills and Attributes

- Strong project coordination skills and demonstrated ability to manage in a multi-project environment.
- Strong computer skills and ability to use Microsoft Office applications (i.e. Word, Excel, Power Point, Outlook)
- Familiarity with project management software (MS Project or equivalent)
- Excellent interpersonal communication and interpersonal relationship skills.
- Strong organizational and time management skills.
- Demonstrated ability to effectively prioritize work flow, set priorities and multi-task.
- Experience in coordinating events - coordinating stakeholder information sessions, networking events, round table discussions, conferences, advisory group meetings and conferences.



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- Ability to work diplomatically and independently in a challenging team environment
- High standards of ethics and confidentiality.
- Ability to exercise judgement, show initiative and be proactive as part of a team.
- Bilingualism in French and English is strongly desired

**LOCATION:** This position is located in Ottawa

**COMPENSATION AND TERMS**

This is a fixed term employment position renewable annually expiring in March of 2025.

**Salary:** Commensurate with experience

**Closing Date:** Tuesday April 6<sup>th</sup>, 2021 at 12pm EST.

To apply for this position, please forward cover letters and resumes to:

Lindsay Amundsen  
Director of Workforce Development  
Canadian Building Trades Unions  
[lamundsen@buildingtrades.ca](mailto:lamundsen@buildingtrades.ca)

To get a better understanding of Canada's Building Trades Unions/Les Syndicats des métiers de la construction du Canada visit [www.buildingtrades.ca](http://www.buildingtrades.ca)

*CBTU is committed to ensuring a diverse and inclusive workforce through equitable participation of persons from diverse groups. All applicants who are members of an employment equit*