



## **Project Administration Officer**

### **Coady Institute**

Professional Staff

Permanent Full-Time

Classification: Band D

Salary Range: \$53, 215 - \$65, 013 (37.5 hours per week)

#### **Overview**

The Project Administration Officer will contribute to the financial and administrative lifecycles of a range of projects and partnerships in Coady Institute under the supervision of the Manager, of Finance in collaboration with the Executive Director. The Project Administration Officer will work closely with project leads within Coady Institute in the delivery of our programs and services, ensuring compliance with funder agreements. The Project Administration Officer's work will vary in complexity, and commiserate with project sizes (ranging from under, \$25,000 to over \$2,000,000 per year). This will include contractual and logistical aspects of our project partnerships. On the financial side, the Project Administration Officer will collaborate with the financial team at Coady Institute in monitoring the Centre's project budgets and reporting timelines. The Project Administration Officer will prepare contracts and develop quarterly projections. The Project Administration Officer will contribute to the preparation of narrative reports for external agencies.

The Project Administration Officer will bring rigour to our project management processes, recommending procedures for project oversight at the Institutional level and developing appropriate tools to provide a monthly overview and snapshot of the current project status. The Project Administration Officer will maintain consistent records and support project leads with the workflow of our diverse set of projects, ensuring work plans and reporting obligations are met in a timely way. The Project Administration Officer may at times also support the capacity building of partnering organizations where they intersect with these processes.

#### **Key Responsibilities**

- Develop and oversee an evolving and complex project tracking system for the Institute, using both existing and new software.
- Responsible for preparing a monthly overview and updates on the status of projects and timely project summary reports for the Coady leadership team, partners, and stakeholders.
- Design and maintain appropriate records management for projects in accordance with funder obligations and for auditing purposes, ensuring data integrity and consistent use across the institute.
- Liaise with the Manager of Operations on project procurement and other logistical needs.
- Design project management structure for new initiatives.
- Contribute to the overall project management cycles, including development, initiation, monitoring, and closure ensuring projects and initiatives align with contractual commitments along with Coady leadership team and project leads.
- Contribute to the preparation of work plans, including resource allocations, timeframes, and budgets for projects, including preparation of forecasts and changes to project activity schedules.
- Contribute to the preparation of funder narrative reports.

Re-posted: April 3, 2024  
Application Deadline: April 15, 2024

- Draft consultancy contracts or partnership agreements, in accordance with established policies and templates for Coady/STFX
- Maintain comprehensive and accessible project documentation by integrating project management tools.
- Liaise with the Coady operations team on project partner travel and logistical needs for project activities or Coady course participation.
- Handle with confidence and absolute confidentiality complex files and sensitive university, governmental, and community-related issues involving clients, stakeholders, and partners.
- Support the development and preparation of quarterly financial updates and project financial reports.
- Prepare cost estimates for activities; track project budgets and provide regular updates to project leads.
- Perform project-based internal reviews when required; support pre-audit preparation for projects.
- Acquire information for invoice preparation and fund requisitioning.
- Assist external project partners who are submitting forms such as travel claims.

### Qualifications and Skills

- The ideal candidate will possess at minimum a bachelor's degree in a relevant area.
- Minimum of 3 years' experience.
- The candidate must exhibit superior communication and interpersonal skills.
- Advanced skills in all MS Office components (Word, Excel, Outlook, PowerPoint) are essential.
- This position may require a flexible work week during peak periods.
- The ability to work well with others, both internally and externally, from a wide variety of backgrounds in a professional environment.

### Application Instructions

The closing date for applications is **5 p.m. (AST) on April 15, 2024**. To apply please submit 1) your resume, and 2) personal reflection (no more than two (2) pages) on your perspective on the impact of diversity and inclusion on systems change work. Please send in confidence to [careers@stfx.ca](mailto:careers@stfx.ca) Only those selected for an interview will be contacted.

StFX is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

StFX is seeking candidates who are committed to contributing to our priorities of equity, diversity, and inclusion. A demonstrated ability in fostering a climate of inclusion and cultural safety is a strong asset. Preference will be given to applicants who bring lived experience of historically excluded groups.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at [hr@stfx.ca](mailto:hr@stfx.ca) or 902-867-5038.

### About Coady Institute

*Located on the campus of St. Francis Xavier University, the Coady Institute is a global leader in citizen-led, community-driven, asset-based approaches to change. In collaboration with partners and change agents worldwide, the Institute works to strengthen local economies, build resilient communities, and promote accountable governance. The successful candidate will join a dynamic group of individuals working towards a "full and abundant life, for all." Together, we strive to build safe, welcoming, and inclusive spaces and commit to the principles of diversity, equity, inclusion, and social justice, at our workplace and in community.*