



Project Coordinator

The Excellence in Manufacturing Consortium (EMC)—a unique, not-for-profit organization dedicated to helping Canada’s manufacturers grow and become more competitive at home and around the world—is looking for a **Project Coordinator** to join its team! In this role, you will report to the Director of Manufacturing Initiatives, and work with the project team, to develop, implement, and coordinate regional and/or national projects and programs for federal and provincial government clients, including:

- Student wage subsidy and work placement programs for post-secondary and high school students
- Recruitment, onboarding and retention programs supporting the manufacturing sector
- Manufacturing Essentials Certification training programs
- Labour Market Intelligence (LMI) collection, analysis and dissemination

The ideal candidate has demonstrated success in project coordination and exceptional communications and organizational skills, as well as the ability to multi-task and adapt to changing priorities in a fast-paced environment. The position will be based in Owen Sound /Grey Bruce surrounding area or Ottawa.

What you will do:

- Track progress against program/project plans and specific targets.
- Participate in project evaluation and stakeholder follow-up.
- Facilitate close cooperation with project partners to ensure a consistently high level of service delivery.
- Liaise with service providers and external stakeholders.
- Work proactively with internal staff to collaborate on activities, share information and provide updates to senior management.
- Explore new support program opportunities through external partnerships.
- Attend events and/or focus groups to present information, network, collect information.
- Provide administrative support and documentation.

What we are looking for:

- The ideal candidate has completed post-secondary education in Human Resources Management, Business or other related field; OR, has commensurate experience and/or equivalent knowledge and abilities.
- Two to five years’ experience in coordinating activities, with demonstrated success in setting and achieving program targets and managing tight timelines.
- Exceptional organizational skills, with the ability to multi-task and adapt to changing priorities.
- Must be detail-oriented, with exceptional communication skills (written and oral).



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- Must have excellent working knowledge of Microsoft Office 365 tools.
- Knowledge and experience in the manufacturing sector is considered an asset.
- Able to obtain a clear criminal record check.
- Legally able to work in Canada.

To apply:

If you are interested in this opportunity, we invite you to submit a cover letter and resume outlining your experience and skills, and why you believe you are the best person for this role. Please send to Raf Khan, Director Manufacturing Initiatives, at rkhan@emccanada.org

About EMC

Incorporated in 1997 and headquartered in Owen Sound, EMC is responsible for contributing significant knowledge, expertise and industry resources to over 13,000 active consortium and online member manufacturers in more than 60 consortiums throughout Canada. For over 20 years, EMC has facilitated industry-driven, public/private sector projects on behalf of manufacturers, which has helped to generate hundreds of millions of dollars for new economic opportunities, job creation and retention, skills development, and continuous improvements—all positively affecting local, provincial and national economic regions.

www.emcanada.org