

Canada Summer Jobs Information Technology Project Coordinator (Remote)

We are looking for an enthusiastic and highly organized individual to join CCD as an Information Technology (IT) Project Coordinator.

The IT Project Coordinator will administer and organize IT projects such as Requests for Proposals (RFPs). Working with the Corporate Services team, they will assist in the development of timeframes and detailed action plans, create and maintain project plans and documentation, and coordinate project tasks and scheduling.

The IT Project Coordinator will monitor the progress of projects, communicate project status to all participants and act as point of contact.

The successful candidate will:

- Apply strong organizational, time management, interpersonal and communication skills
- Demonstrate high levels of initiative and reliability
- Possess project management and IT knowledge/experience
- Utilize Microsoft Office Programs efficiently
- Be pursuing or recent graduate of post-secondary education in Business/ Project Management and/or IT
- Provide a satisfactory Police Vulnerable Sector Check (as age appropriate)
- Have use of a personal computer with internet access

Canada Summer Job Requirements:

- Must be considered a Youth, between the ages of 15-30 at the start of employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred
- Possess a valid Social Insurance Number and be legally entitled to work in Canada

Summer positions are conditional on Community Care Durham receiving funding from Canada Summer Jobs.

Compensation, Hours & Duration: \$15.97 - \$19.97 per hour plus 4% vacation
May to July—up to 12 weeks 35 hours per week.*
(General hours 8:30 a.m. - 4:30 p.m.)

* Duration and weekly hours may change due to funding approval

**Please apply in writing referencing posting CSJ-IT outlining qualifications and experience by
4 pm Friday, March 19, 2021**

via online application at www.communitycaredurham.on.ca/careers