



Changing the
trajectory of children's
mental health.

JOB POSTING

Project Coordinator - Project Management Office

1 Regular Full-time Position

Salary Range: \$56,731.11 – 64,789.06

Location: George Hull Centre for Children and Families
Etobicoke, Ontario

Reports to: Centre Director for the Project Management Office

The George Hull Centre is a leading Children's Mental Health Centre providing a full continuum of services to children from infancy to 18 and their families in Etobicoke. We are currently seeking an experienced **Project Coordinator** to support our strategic and program objectives while advancing a culture of project management excellence across the organization. This is an exciting opportunity to join a dynamic and growing team committed to delivering high-quality services to children and families.

The Project Coordinator will play a central role in supporting the planning and implementation of a variety of projects—ranging from data and evaluation to quality assurance—across multiple locations and service areas. The role will contribute to all stages of the project management lifecycle, including initiation, planning, execution, monitoring, and close-out.

In addition to managing specific projects, the Project Coordinator will offer coaching, consultation, and hands-on support to staff as they conceptualize, design, and execute projects within their departments.

This position will also support the development and implementation of systems within the Project Management Office (PMO), including organization-wide tracking and reporting of project activity. Working closely with Directors and Management, the Coordinator will help create tools, templates, processes, and best practices that promote strong project execution. A key part of this role will also involve designing and delivering training initiatives that build staff capacity in project management and foster a Centre-wide culture of collaboration and continuous improvement.

Key Responsibilities:

Project Support:

- Assist in the development and execution of project plans, including scope definition, scheduling, quality management, staffing, procurement, and integration.
- Support stakeholder engagement activities and coordinate project meetings.
- Identify project risks and issues and contribute to the development of mitigation strategies.
- Define project metrics, deliverables, and success criteria to guide project evaluation.
- Monitor and track project timelines, budgets, and resource use, ensuring projects remain on schedule and within scope.

- Support project closure activities, including documentation and final reporting.
- Serve as Project Manager for select high-priority initiatives.

Centre-Wide Project Tracking and Reporting:

- Maintain and update systems for tracking projects across the Centre.
- Ensure projects adhere to established frameworks and documentation standards.
- Prepare regular status updates and reports for leadership and stakeholders.

Administrative Support and Coordination:

- Provide administrative support, including preparation of procedural and training materials.
- Coordinate with administrative personnel.
- Prepare presentation materials and document meetings.

Coaching, Training, and Support:

- Conduct needs assessments for project management knowledge.
- Design and implement knowledge-building activities.
- Develop and deliver training materials.
- Evaluate knowledge-building initiatives.

Qualifications:

- Bachelor's degree and formal project management training/certification.
- Minimum three (3) years of demonstrated experience in project coordination.
- Proven ability to engage and collaborate with diverse stakeholders, including staff, clients, families, volunteers, external agencies, and government partners, using a variety of communication methods.
- Ability to prioritize and manage multiple projects concurrently.
- Strong computer skills, including proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Knowledge of data systems and data management.
- Experience with project management software and tools.
- Experience in Microsoft Power BI.
- Strong presentation and training skills.
- PMP certification and knowledge of project management in a not-for-profit environment are considered assets.
- Knowledge of program evaluation or research methodology is also considered an asset.

The George Hull Centre strives to uphold the values of Diversity, equity, anti-racism and inclusion. The Centre is committed to fostering a diverse workplace that is representative of the communities it serves. The Centre encourages applications from all applicants, including but not limited to Indigenous, Black and racialized groups, persons with disabilities and the LGBTQIA+ community. Accommodation for applicants is available throughout the recruitment and selection process.

Hours of Work:

- 36.25 hours per week; Monday- Friday.

Benefits:

- An excellent benefit plan
- Generous vacation entitlements

Additionally, we are proud to offer a Lifetime Retirement Pension.
For more information on our pension plan, please click on the link:
www.caatpension.ca/pensionsfortalent



Submit resume and cover letter to:

Human Resources Administrator

Email: humanresources@georgehull.on.ca

**Please indicate position applying for in the subject line*

We thank all those who apply, however, only those chosen for an interview will be contacted.

Posting Date: May 9, 2025

Closing Date: May 23, 2025