



EMPLOYMENT OPPORTUNITY PROJECT/DEVELOPMENT COORDINATOR

Overview:

Eastern Charlotte is committed to fostering economic growth, attracting investment, and enhancing the overall prosperity of our community. We are seeking a **Project/Development Coordinator** to support and manage economic development initiatives, coordinate projects, and contribute to our strategic vision for growth.

Annual Salary Range: \$70,000 + benefits package

Key Responsibilities:

- Plan, implement, and oversee economic and community development projects.
- Help define project scope, goals, and deliverables in alignment with municipal priorities.
- Identify and secure funding opportunities, including grants and partnerships.
- Support and manage project teams, ensuring collaboration across departments and stakeholders.
- Develop and maintain project budgets and allocate resources effectively.
- Create project schedules, set timelines, and track progress to ensure timely completion.
- Prepare reports on project status and present updates to municipal leadership and stakeholders.
- Engage with businesses, community organizations, and residents to promote economic growth.
- Identify challenges and provide strategic solutions to enhance economic opportunities.
- Implement and manage changes when necessary to meet project objectives.
- Evaluate and assess the success and impact of projects.
- Perform other duties as assigned to support the municipality's economic development goals.

Qualifications & Skills:

- 3-5 years of experience in project coordination, economic development, or a related field.
- Post-secondary degree in business administration, economic development, public administration, or a related discipline.
- Certification in project management (PMP, CAPM) or equivalent experience is an asset.
- Strong understanding of municipal operations and economic development strategies.
- Proficiency in project management software and tools.

- Excellent verbal and written communication skills, with the ability to engage diverse stakeholders.
- A proactive, solutions-oriented approach with a 'can-do' attitude.
- Ability to work independently and collaboratively in a fast-paced environment.
- Knowledge of funding sources, grant applications, and business development initiatives.
- English essential (written and verbal); bilingualism (French or other languages) is an asset.

Why Join Us?

- Play a key role in shaping the economic future of Eastern Charlotte.
- Work with a dedicated team committed to community growth and success.
- Enjoy a dynamic and collaborative work environment.
- Contribute to meaningful projects that make a tangible impact on local businesses and residents.

If you are passionate about economic development and project coordination, we encourage you to apply and be part of our efforts to drive growth and opportunity in Eastern Charlotte.