



**8 80 Cities**  
372-401 Richmond St W (416) 591 7404  
Toronto, Ontario 880cities.org  
Canada M5V 3A8 @880citiesorg

## **8 80 Cities is hiring a Project Coordinator!**

**Location:** Our beautiful office space located at the iconic 401 Richmond building – 401 Richmond Street West, Studio 372, Toronto

**Application Deadline:** October 29, 2018 by 11:59 pm

**Start Date:** December 3, 2018

**Salary:** \$ 36, 000.00 CAD – \$ 40, 000.00 CAD based on experience

### **Job Summary:**

We are looking for a creative, energetic and enthusiastic Project Coordinator to support our various projects and initiatives. A Project Coordinator works closely with the Project Managers to develop and deliver 8 80 Cities' projects and programs. The Project Coordinator's role is varied and broad reaching, supporting various aspects of projects and programs development, planning, implementation, evaluations, graphic design, and social media coordination.

The successful candidate must have a passion for communicating information in new and creative ways. This role also requires good communication skills to engage diverse audiences.

### **About Us:**

8 80 Cities is a non-profit organization based in Toronto, Ontario. Our mission is to improve the quality of life for people in cities no matter their age, ability or socioeconomic status. We bring citizens together to enhance parks, mobility, and public space so that together we can create more vibrant, healthy, and equitable communities.

We believe that if everything we do in our cities is great for an 8-year-old and great for an 80-year-old, then it will be great for all people.

To learn more about our organization and the work that we do please visit [www.880cities.org](http://www.880cities.org)

### **JOB DESCRIPTION**

**Reports to:** Executive Director and Director of Programs

A Project Coordinator works closely with the Project Managers to develop and deliver 8 80 Cities' projects and programs. The Project Coordinator's role is varied and broad reaching, supporting various aspects of projects and programs development, planning, implementation, and evaluation.

### **Skills & Qualifications:**

- University degree or equivalent in work experience on relatable projects.
- Excellent oral and written communication skills (experience developing and writing reports, must have good client and partner relationship skills, and oral presentation skills).
- Highly skilled in graphic design (Adobe Suite-InDesign, Illustrator, Photoshop).



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- Practical knowledge of inclusive public space design, community engagement, sustainable mobility and city building issues.
- Willingness to learn, be adaptable and flexible, work independently and as a team.
- Ability to coordinate and prioritize multiple projects at a time.
- Inspired by and committed to the 8 80 Cities vision and values of the community, diversity, collaboration, innovation, and impact.

### **Key Accountabilities**

#### **Project coordination**

- Support Project Managers and Director of Programs with a variety of tasks in the delivery of projects and programs.
- Coordinate logistics and administration of various projects and programs as directed by Project Managers and Director of Programs.
- Works with the Communications Manager to develop the graphic design and branding of project materials and communications
- Attend, participate and facilitate stakeholder meetings and community engagement activities.
- Coordinate data collection, analyzes data, designs reports for projects and programs.
- Help maintain all project files and documentation in an appropriate and accountable manner.
- Deal directly with partners and clients and the public with a responsibility to represent the core values of 8 80 Cities.
- Write content for reports and proposals

#### **Organizational support**

- Participate actively in weekly team meetings to update staff on key project outcomes/developments.
- Actively participate and contribute to strategic planning, development of new programs and services, communication strategies and other organizational priorities as directed by the ED.
- Design communication materials including reports, applications, and other promotional and marketing items.
- Contribute to the 8 80 Blog and contribute to other communication platforms where needed (social media, website, etc.).
- Present at conferences and meetings representing the core values and vision of 8 80 Cities.
- Be a team player and help maintain a dynamic, healthy, inclusive, collaborative, and safe workplace

Please email cover letter and resume by October 29<sup>th</sup>, 2018, by 11:59 pm to:  
Camila Uriona, Admin Manager & Communications  
[curiona@880cities.org](mailto:curiona@880cities.org)