

**8 80 Cities**

364-401 Richmond St W
Toronto, Ontario
Canada M5V 3A8

(416) 591 7404
880cities.org
@880citiesorg

8 80 Cities is hiring a Project Coordinator!

Location: The 8 80 Office is located at 364-401 Richmond Street West, Toronto. We are looking for a candidate based in the GTA.

Application Deadline: May 5, 2023, by 5:00 pm ET

Start Date: June 2023.

Salary: \$48,000 annually

Reports to: Project Managers

Term: Full-time, permanent position.

We seek an enthusiastic Project Coordinator to support our various projects and initiatives. This is an entry-level position for the ideal candidate who seeks to gain progressive experience and mentoring toward the role of a project manager. Under the supervision of the Project Managers, the Project Coordinator will have the opportunity to support transformative mobility and public space projects, assist in innovative community engagement activities, and collaborate on influential reports and tools. The Project Coordinator position involves working collaboratively with diverse municipal and community partners, local and international clients and partners, and the fun, passionate and high-impact 8 80 Cities team. The Project Coordinator position plays a key role in advancing the 8 80 Cities mission.

ABOUT US

8 80 Cities is a non-profit organization based in Toronto, Canada. Our mission is to ignite action and challenge the status quo to create healthier, more equitable, and sustainable cities.

We are guided by a simple but powerful question: What if everything we did in our cities was great for an 8-year-old and an 80-year-old? We believe if you start there, you can create better cities for all people.

To learn more about our organization and the work that we do please visit www.880cities.org

8 80 Cities is an equal opportunity employer. We celebrate diversity, promote equity, and are committed to creating an inclusive environment for all employees.

We are striving for a staff team that is representative of the communities where we work, and we encourage applications from BIPOC candidates and individuals with lived experience that are currently underrepresented in the placemaking sector.



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Job Description – Project Coordinator

Overview:

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).
- Skilled in graphic design (Adobe Suite-InDesign, Illustrator, Photoshop).
- Practical and/or academic 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 tasks for multiple projects at a time.
- Committed to the 8 80 Cities vision and values of the community, diversity, collaboration, innovation, and impact.

Key Accountabilities:

Project coordination

- Support Project Managers with a variety of tasks in the delivery of projects and programs.
- Coordinate logistics of various projects and programs as directed by Project Managers.
- Works with the Manager, Communications to develop the graphic design and branding of project materials and communications.
- Attend, participate and help facilitate 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.



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- Actively participate and contribute to strategic planning, development of new programs and services, communication strategies and other organizational priorities as directed by the Executive Director.
- 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.

We are a dynamic, collaborative, and inclusive workplace. We offer a competitive benefits package and flexible working hours; the work week is 37.5 hours. Our employees are entitled to 4 weeks' paid vacation. We value flexibility and work-life balance for our team members.

8 80 Cities is committed to working collaboratively with community partners and reaching communities underrepresented in the placemaking sector. Our outreach and community engagement activities often occur outside the regular workday hours and include activities in the evening and weekends. Travel within and outside Canada is required for this position.

Our Anti-Oppression Policy

8 80 Cities is committed to the principle that diversity in staff is its strength. 8 80 Cities defines acts of oppression as any intentionally or unconscious discriminatory behaviour towards an individual or a group of people. 8 80 Cities in all aspects of its operation and at all levels of the organization shall not tolerate acts of oppression and shall address any intentional or unintentional acts of oppression towards an individual or a group of people that creates barriers to access or inclusion on the basis of Race or colour; Ethnicity; Ancestry; Religion or creed; Socio-economic class; Sex; Gender; Sexual orientation; Gender orientation; Receipt of public assistance; Political affiliation; Level of literacy; Citizenship/immigration status; Country of origin; Mental health status; Age; Type of housing; Neighbourhood of residence; Language; Family status; Health status; Ability or any other personal characteristics.

Please send your resume and cover letter in one electronic PDF file (labelled with your first and last name) in confidence by Friday, May 5, 2023, no later than 5:00 pm ET to:

Deborah McKeon

[Manager, Finance](#)

dmckeon@880cities.org

Please reference "Project Coordinator 8 80 Cities" in the subject line of your email.

Only successful candidates will be contacted for an interview.