



Special Projects Co-ordinator

2-year Contract

Deadline: 5 February 2021

Start: 1 March 2021

The Vimy Foundation, a nationally recognized Montreal based not-for-profit organization, is currently seeking a **Special Projects Co-ordinator** for a 2-year contract. Under the current pandemic conditions, the position is expected to be remote for the foreseeable future.

The **Special Projects Co-ordinator** is responsible for the coordination of two large scale projects running in 2021 and 2022, the creation of a multi-media product and app for the Canadian National Vimy Memorial in France, and the management of ongoing construction in the Vimy Foundation Centennial Park at Vimy, France. Working under the Executive Director, the **Special Projects Coordinator:**

- Develops and ensures timelines and milestones are met,
- Coordinates partners and maintains relationships with them,
- Tracks budgets and manages payments in coordination with the Administrator,
- Liaises with production, construction, and communications teams in English and French

Requirements

The candidate for this position must be fluently bilingual (written, spoken) in both official languages and be comfortable working with a diverse, international team. Experience working in France or abroad in French is an asset. Additionally, the candidate must:

- Possess demonstrable experience in project co-ordination
- Demonstrate ability to manage and follow a budget
- Work independently and with minimal supervision

Post-secondary degree an asset but not required

Salary: 50-55k (CAN) per year for the contract duration, depending on experience, full benefits offered for the same (pending approval from carrier)

The Vimy Foundation

The Vimy Foundation is a registered charity founded in 2006. The Foundation works to preserve and promote Canada's ongoing legacy of leadership as symbolised by the First World War victory at Vimy Ridge in April 1917, a milestone where Canada came of age and was recognised on the world stage. To learn more, visit www.vimyfoundation.ca

The Foundation is committed to equity in its policies, practices, and programs. We support diversity in our work environment and ensure that applications from members of underrepresented groups are seriously considered under the employment equity policy. All qualified individuals are encouraged to apply.

Please submit a resume and cover letter to vimy@vimyfoundation.ca by 11:59PM EDT on February 5th. We thank all candidates for their interest, but only those selected for interviews will be contacted.