



Project Coordinator

The Lake of the Woods Business Incentive Corporation is seeking an energetic individual to join the team as a **Project Coordinator**. This contract position is approximately 24 months, 35 hours per week. There is flexibility to work from home on occasion. Some travel may be required.

LOWBIC is a not-for-profit corporation governed by a Board of Directors servicing the Kenora Area.

The Project Coordinator will be responsible for all aspects of an exciting project across Northern Ontario.

Preferred Qualifications:

The following are desired, however we will train the right person who meets some of the qualifications.

- University Degree or College Diploma in Business/Commerce or relevant work experience.
- Experience with social media platforms and/or marketing/promotion.
- Excellent communication skills, both oral and written.
- Strong organizational and time management skills, including some project management.
- Have and maintain a valid driver's license and own vehicle.

Duties and Responsibilities Include:

- Perform clerical duties associated with project activities (organizing and coordinating meetings/events, handling inquiries and communications).
- Promotional efforts for the project events, including cold calls to businesses.
- Coordinate regional projects with partners and assist with project budget management.
- Reporting project results on a quarterly & annual basis.
- Ability to work as part of a team as well as independently.
- Other duties as assigned by the Executive Director.

Salary - \$62,000 per year

Only those selected for an interview will be contacted.

Please email your cover letter and resume by 4 PM, Friday November 4th, 2022 to:

rreynard@lowbic.on.ca

**Ryan Reynard, Executive Director
Lake of the Woods Business Incentive Corp.**

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