



## **Project Coordinator - Volunteer**

We are pleased to offer a volunteer opportunity for you to join our team in a Project Coordinator Volunteer role.

### **About York Region Educational Services:**

York Region Educational Services (YRES) is a not-for-profit charitable organization. YRES provides individuals in the vicinity of the York Region with free educational resources in a safe and supportive environment that inspires, motivates, and helps set the foundation for personal growth.

### **About this opportunity:**

As a Project Coordinator volunteer, you will have the chance to build up your hard skills, such as:

- Project Management: Learn how to plan and execute projects effectively.
- Time Management: Develop strong time management skills to ensure projects are completed on schedule.
- Client Relations: Build strong relationships with clients, focusing on client satisfaction and ongoing communication.
- The list goes on to plenty more skills such as communication, teamwork, problem-solving, leadership skills, networking, crisis management and more.

### **Projects can involve:**

- Project coordinator role is a stepping stone to diverse project management careers.
- Skills and knowledge gained are invaluable for professional growth.

### **Requirements:**

- 12 years old or above
- Strong communication skills and interpersonal skills
- Excellent understanding of the subject matter being taught.

**The position will also work in various sectors of the company; business development, teaching, curriculum development, etc to support business growth.**