



## **Project Coordinator Assistant (High School Co-op)**

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

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

York Region Educational Services (YRES) is a not-for-profit organization that provides individuals in York Region and beyond with free and affordable 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 Assistant, you will support YRES's operational and program-related projects by assisting with planning, coordination, communication, and execution. You will help ensure projects run smoothly while contributing to initiatives that strengthen our community programs and organizational growth.

#### *Key responsibilities are as follows:*

- Create project-related materials such as progress updates, newsletters, reports, timelines, and promotional flyers to communicate project goals with the community.
- Develop and assist in leading training sessions for volunteers or staff participating in project activities.
- Collaborate with external community organizations to enhance project outreach and form strategic partnerships that support YRES initiatives.
- Revise or design YRES project documents (e.g., planning slides, workflow diagrams, checklists) using Canva or other organizational tools.
- Support the planning and implementation of day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area by coordinating logistics and resources.
- Work in various sectors of the company! While the majority of time will be spent on project coordination tasks, candidates may also work on other fields (e.g., business development) to support operational expansion.

**Requirements:**

- Dedication and passion for community impact, education, and youth-focused initiatives, along with a strong interest in marketing and communications.
- Excellent written and verbal communication skills for interacting with team members.
- Ability to work independently and collaborate with multiple stakeholders throughout camp projects.
- Proficiency in using Google Workspace and Canva.
- Creative, innovative thinking and strong problem-solving skills.
- Exceptional attention to detail.
- Excellent organizational skills and ability to meet deadlines in a fast-paced environment.

**Assets:**

- Experience in project coordination, program management, or administrative support.
- Experience in team management, event planning, or cross-functional collaboration.
- Experience working with children, adolescents, or community-focused organizations.
- Fluency in more than one language (reading, writing, speaking, and listening).