



# Project Coordinator

At Women in Engineering, Science, and Technology

Number of Positions Available: 1-2

Tenure: August 5th, 2024 to May, 2025

## Role Summary

The Project Coordinator is responsible for developing a project and executing the project in collaboration with a second project coordinator (two project coordinators per project) and with assistance from the WEST Director and Industry Partner. Within your first four months, you will be in the Project Development stage where you are responsible for the planning and preparation of the project. In your second four months, you will be responsible for executing or leading the project through till completion. Within this phase, you will be responsible for coordinating all the students participating in the project as well as the Industry Partner. The project we are currently hiring for is a project with FortisBC. This project will be interdisciplinary and be recruiting students from all disciplines.

## Responsibilities

- During Project Development
  - Work with WEST Director, WEST Director of Projects, and industry partner to develop project scope, timeline, project documents and project deliverables
  - Working with the Recruitment and Outreach Coordinator to recruit students to the project and the Social Media Coordinators to advertise project
  - Acquiring presenters to deliver each weekly lecture
- During Project Execution
  - Facilitate weekly lectures
  - Coordinate with weekly presenters for each lecture
  - Coordinate with students to ensure they have all materials necessary and are successful in the project
  - Coordinate with the Industry Partner as needed
  - Collaborate with the Events team to host all project events such as the Meet & Greet, Site Visit, Panel Event, and Project Showcase

## Expectations

- Attend the WEST weekly meeting
- Answer slack messages within 48 hours on business days
- Work cohesively with with WEST team members to successfully develop and execute the workshop



- Provide weekly updates to the WEST Director and Director of Projects

### Qualifications

- You identify as female or women+
- You are a full-time or part-time student at The University of Victoria
- Participating in a previous WEST project is preferred but not required

### How to Apply

Please fill out this form to express interest in the Project Coordinator Position: [Interest Form](#)

If you have any questions, please email WEST at [uvicwest.official@gmail.com](mailto:uvicwest.official@gmail.com).