

# Summer Student PROJECT COORDINATOR

## The Organization

Based in Winnipeg, Manitoba, U Multicultural Inc. is a non-profit organization that builds TV and digital media platform to empower ethnocultural communities. We operate on the principle of inspiring local action, multiculturalism, and diversity.

U Multicultural has several projects in motion, including the series of television programs available on TV in Canada coast to coast and digitally, documentaries, and other media projects related to the ethnocultural community of Canada.

*Learn about us at [www.u-channel.ca](http://www.u-channel.ca)*

## Position Overview

Reporting to the Project Manager at U Multicultural, our Project Coordinator owns the development and execution of projects - online and offline – presented by the U Multicultural. The primary objectives for the role are managing the coordination and logistics support of various media and digital projects.

## The duties and responsibilities of this position include:

- Coordinate and schedule project requirements to ensure the content team completes projects on time and within budget.
- Ensure objectives and outcomes of all projects are clearly defined, through providing thorough brief reviews, and met, through effectively managing workflows and time.
- Outsource work to video agencies as per project requirements, acting as primary liaison for all external video relationships.
- Scout and book potential shoot locations as required.
- Create and manage all production timelines and approvals and communicate appropriately to stakeholders.
- Other duties as assigned.

## The Things You Bring To Us

- A degree, or currently pursuing a degree, in Marketing, Business, Communications, Project Management, or related field
- 1-2 years of experience in a similar role
- Demonstrate exceptional writing and editing skills
- Experience with community outreach and working with stakeholders
- Knowledgeable about online technology; experience with Google Drive, Youtube, Instagram, Facebook, Word Press, and Twitter are assets
- Passionate to learn about barriers faced by newcomers to Canada; past experience working in non-profit or community organization is an asset

- Comfortable adapting to a constantly changing work environment
- Creative and analytical thinker
- Familiar with content creation
- Familiar with content management systems
- Experience working with volunteers and/or creative teams
- Excellent time management skills and ability to prioritize work to meet deadlines
- Strong research, verbal and visual communication skills

**Position Start Date**

Start ASAP

This position is funded by the Green Team grant with Manitoba Government

Job Types: Full-time, Part-time, Temporary

Salary: \$11.90-\$12.00 per hour

Schedule:

- Monday to Friday

Work remotely:

- Temporarily due to COVID-19

**Send your resume and CV to [info@u-channel.ca](mailto:info@u-channel.ca)**