



## Job Ad

**Ministry:** Ministry of Northern Development and Mines  
**Division:** Executive Projects Office  
**Position Title:** PROJECT COORDINATOR  
**Duration:** 1 Permanent  
**Location:** 435 South James Street, Thunder Bay, P7E 6S7, North Region  
**Compensation Group:** AMAPCEO  
**Salary:** \$52,079.00 - \$63,917.00 per annum  
**Position Status:** Open  
**Job Code:** 15AGA - General Admin Ama Unit 15AGA  
**Schedule:** 6  
**Category:** Consulting and Planning  
**Job ID:** 15030

Project administration and coordination of initiatives intended to improve sustained economic growth and productivity in northern Ontario is a critical job. If you are a motivated individual that excels at strategic planning, research and analysis, and project management, we have an important opportunity for you!

You will administer and coordinate projects at the divisional, ministry, corporate and provincial levels, ranging from medium to large scale. Developing project plans and monitoring project progress will be key responsibilities in this position. You will also prepare position papers, briefing notes, presentations and correspondence as well as plan and coordinate meetings and forums for stakeholders. Preparing and monitoring the office budget and providing administrative assistance to the Director will also be components of this role.

**Qualifications:** demonstrated research and analytical skills; communication, presentation, interpersonal and stakeholder relationship skills to work with individuals, groups and organizations; coordinating, organizing, planning and project administration skills; demonstrated experience working independently and participating on multi-disciplinary teams; knowledge of the government's economic development programs, policies, initiatives, and practices; proficiency with presentation, word processing, database, email, and project management software.

**Posting Date:** Friday, January 09, 2009

**Closing Date:** Friday, January 23, 2009

Applications must be received by the end of the closing date with the Job ID number quoted.

**Apply online**

**or send application to:** Northern Recruitment Centre - Ministry of Government and Consumer Services  
159 Cedar Street, Suite 404  
Sudbury, Ontario, P3E 6A5  
Fax: (705)564-9165

Only applicants selected for interview will be contacted.

OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

**The Ontario Public Service is an equal opportunity employer.  
Accommodation will be provided in accordance with the Ontario Human Rights Code.**