

**Public Realm Project Coordinator
(1 Year Term Position)**

The Downtown Winnipeg BIZ promotes, cares, and advocates for a vibrant and inclusive downtown where business thrives and people are drawn to work, live, shop, and explore. We host events throughout the year and work to beautify our downtown, improve cleanliness, safety, and help make it easier to get around. Our downtown is on Treaty No. 1 territory and the traditional homeland of the Métis Nation.

Reporting to the Manager of Public Realm, the Project Coordinator is responsible for coordinating and implementing public realm activations and enhancements that support a vibrant downtown. This work may include stakeholder engagement, data gathering and organization, urban design, coordination of programming and events, and asset management and maintenance.

The ideal candidate is a results-oriented and analytical thinker, who can adapt easily as things change, and support strong stakeholder relationships. Someone who models collaboration and is passionate about Downtown Winnipeg.

KEY RESPONSIBILITIES

- Develop and refine concepts for new and on-going initiatives.
- Prepare detailed project implementation plans including project budget, resources, schedule, and communication protocols.
- Collaborate and coordinate with internal departments and external stakeholders for project development and implementation.
- Prepare contract documents and agreements and submit for required reviews and approvals.
- Coordinate and lead project implementation.
- Track project progress – budget, resources, schedule, etc.
- Prepare internal and external project documents and reports.
- Gather feedback and data on initiatives.
- Manage project documents and files according to filing system.
- Provide support to the Public Realm Committee.
- Assist with funding proposals and applications.

OUR REQUIREMENTS:

- Post-secondary education in project management, landscape architecture, urban design, or a related field.
- Minimum 3 years of experience coordinating landscape architecture, urban design, or capital projects with multiple internal and external stakeholders.
- Knowledge of the principles and practices of project management and contract administration with a clear understanding of typical roles and responsibilities, risk management, and project controls.
- Knowledge of approval processes and procedures including municipal policies and approvals and other jurisdictional considerations.

- Knowledge of design standards, accessibility standards, and environmental maintenance practices.
- Excellent communication skills, including written, oral, presentation and interpersonal skills.
- Demonstrated ability to probe, analyze and problem solve issues.
- High level of initiative with demonstrated ability to be adaptable, resourceful, work effectively and independently.
- Highly customer service oriented and a strong team player.
- Meticulous attention to detail and accuracy.
- Solid computer skills with experience using MS Office, specifically Excel. Experience with Adobe InDesign and Photoshop, as well as SketchUp or Vectorworks is an asset.
- Ability to work outside standard work hours from time to time (during busy periods or events).

Due to the nature of our business the Downtown Winnipeg BIZ requires that all its staff members are fully vaccinated against COVID-19. In the event that you are hired by the BIZ, you will be required to provide your proof of vaccination. In the event that you are unable to be vaccinated due to a valid medical or religious reason, you must prior to your start date establish and in a form acceptable to the BIZ your inability to be vaccinated.

QUALIFIED CANDIDATES should submit their cover letter and resume with salary expectations to careers@downtownwinnipegbiz.com. Please include position title in the subject line.

Please be advised only those selected for an interview will be contacted.

This posting will remain open until suitable candidates have been selected.

The Downtown Winnipeg BIZ is committed to equity, diversity and accessibility in the workplace. We strive to have a team that reflects our downtown, where diverse abilities, backgrounds, cultures, identities, languages and perspectives are valued and drive a high standard of service and innovation. We encourage candidates to speak to this in their application.

Applicants should identify if they require accommodation during the competition process on a confidential basis. This posting is available in alternate formats upon request.