



Seasonal Project Coordinator – Public Realm

4 Month Term (May to end of August)

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 Seasonal Project Coordinator will be responsible for assisting in the planning and implementation of Public Realm projects and initiatives. They will collaborate with a variety of internal and external stakeholders to help execute innovative projects that enhance and transform public spaces, creating a vibrant and inclusive Downtown for all. This position involves a mix of office work, site visits and engaging with Downtown Winnipeg BIZ Members and other stakeholders.

KEY RESPONSIBILITIES:

- Assist with concept development and initiative planning
- Conduct background research to inform strategies and initiatives
- Prepare project plans including detailed project budgets for review
- Coordinate internal and external resources for project execution
- Track project progress
- Prepare project documents and reports for review
- Gather analytics and feedback on projects
- Manage project files

KEY 2022 INITIATIVES INCLUDE:

- Coordination and execution of seasonal (summer/ fall) projects
- Planning and coordination of seasonal (winter) projects
- Assistance with general project administration
- Assistance with implementation of asset management software

QUALIFICATIONS:

- Strong collaboration and communication skills
- Excellent organizational skills with the ability to manage competing priorities with minimal supervision
- Understanding of urban design / landscape design / city planning principles and practices
- Project coordination experience
- Ability to establish and maintain collaborative working relationships with both public and private sector stakeholders
- Experience with construction contracts, budgets, cost estimates, and project scheduling is considered an asset
- Familiarity with downtown Winnipeg and current public realm initiatives and opportunities is considered an asset

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.

Candidates should include a cover letter and resume with salary expectations to careers@downtownwinnipegbiz.com.

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

This term runs from May to August/early September, with a possibility for extension. This posting will remain open until a suitable candidate has 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.