Data for Good YQR - Project Coordinator Role

Summary:
Data for Good (DFG) YQR is seeking Project Coordinators to help manage projects. Projects support non-profits and charities to utilize their data, improve data maturity and provide a social benefit.

The Project Coordinators will monitor and coordinate the full lifecycle of the Projects from inception to implementation and act as the primary point-of-contact between the organizations and the Data for Good volunteers. We are looking for multiple Project Coordinators.

Key Responsibilities:
- Liaise with non-profit organizations.
- Support project team formation.
- Assist the project team to define the project scope, timeline, tasks, and goals.
- Assist the team lead to manage a project schedule and work plan and ensure compliance with the plan throughout the full lifecycle of the project.
- Ensure project scope is maintained to achieve timely execution of projects.
- Monitor project progress for adherence to DFG set guidelines/expectations.
- Facilitate project team interactions, at meetings and elsewhere, and proactively work towards removing roadblocks for team members.
- Report issues to the DFG leadership team.

What you bring to the team:

- You have an understanding of the main elements of a data analytics project lifecycle, including data extraction, cleaning and analysis (preferred, but not required).
- Some project management experience.
- Strong organizational skills.
- You have strong interpersonal skills and are an excellent communicator with good written and verbal communication skills.
- Familiarity with various tools and systems (i.e. Slack, Google Workspaces).

Training and Supervision:
Training will be provided to Project Coordinators through virtual onboarding sessions and onboarding documentation.

The DFG leadership team will oversee Projects and support the Project Coordinators in successfully managing the projects.

Benefits:

- Gain experience managing data analytics projects.
- Contribute to projects that create social insights/benefits.
- Build friendships and have fun working with passionate people!
- Opportunity to manage data teams.

Time Commitment:
- Expected time commitment: 1 to 3 hours per week.
- Other time commitments:
    - **Project check-ins**: Meetings for the Project Coordinators to provide updates to the DFG leadership team members on the status of the projects.
    - **Meetups**: You may be required to attend monthly Meetups to provide updates or presentations about your project.

Application Instructions:
If you are interested in this role, please send an email to the Regina chapter (regina@dataforgood.ca) at your earliest convenience but no with the following information:
1. Explain why you are interested in the Project Coordinator role.
2. Provide a summary of your background/experience and why you would be a good fit for the role.
3. Attach a copy of your resume.