


Position Identification			
Position Title	Project Coordinator - IT		
Position Replaces	N/A		
Position Level	Employee	Position Code	1386/1919/1921
Pay Group	Group 9	Date (last revised)	Sep-22
Supervisor Title	Supervisor, Technology Projects	Sup. Position Code	1907/1600/1780
Additional Requirement	CRC	N/A	
Division	Information Technology	Flexible Work Arrangement	Flexible or Remote

Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

Our Mission: Delivering transportation services you can rely on

Department Summary

The IT Project Delivery team brings people, process and technology together to build solutions that help realize corporate objectives. We provide a structure to implement IT projects efficiently and ensure that IT projects support BC Transit's evolving business needs. This position provides support to project teams throughout the project lifecycle, leveraging their expertise to keep the team well informed, engaged and empowered to contribute to the success of IT projects.

Job Overview

Reporting to the Supervisor, Technology Projects, The IT Project Coordinator is responsible for coordinating the activities of projects in the technology portfolio to ensure cost, schedule, scope, document control and quality standards are met.

Under the direction of a Project Manager, the Project Coordinator is expected to perform tasks that range from the simple to more complex, including schedule and risk management, updating project documentation, project financials and reporting, contract & task administration, and project status updates.

Key Accountabilities and Expectations	
Key Accountability	Expectation
Administrative Support	<ul style="list-style-type: none"> • Supports the Supervisor, Technology Projects and assigned Project Managers to maximize productivity • Completes any necessary administrative tasks such as meeting logistics, meeting minutes, action items tracking, calendar management, travel planning, etc. • Performs related duties as assigned, such being items of a minor nature which do not affect the value of the job
Task Management	<ul style="list-style-type: none"> • Organizes and monitors project tasks and ensure that deadlines are met • Coordinates efforts within the team and with outside consultants & vendors efficiently
Documentation Management	<ul style="list-style-type: none"> • Completes and maintains comprehensive project documentation, plans and reports for communication to internal and external stakeholders • Monitors and updates the project risk register, including outstanding issues and resolutions
Financial oversight	<ul style="list-style-type: none"> • Monitors budgets, tracks invoicing, updates financial forecasts, and completes all internal, provincial and federal reporting as directed by the Project Manager • Assists in the development of contract related documentation and monitors contract milestones
Additional Duties	<ul style="list-style-type: none"> • Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies	
Education	<ul style="list-style-type: none"> • Bachelor's degree, certificate in Project Management, or educational equivalent/work experience
Experience	<ul style="list-style-type: none"> • Two (2) years related experience • An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none"> • Strong financial administrative skills, including cash-flow tracking and forecasting • Exceptional communication and interpersonal skills • Keen attention to detail and an aptitude for problem solving • Able to proactively address potential issues • Excellent computer skills, including Microsoft Word, Excel, Visio and PowerPoint • Able to work independently with little supervision • Outstanding organizational skills and ability to prioritize tasks • Able to thrive in a high-volume, deadline-driven work environment
Willingness Statement	<ul style="list-style-type: none"> • Some travel is required in this role depending on project needs.