



Public Works Department
Competition #J1122-0412
Project Coordinator
One (1) Temporary Part-Time Position

Reporting to the Director, Public Works, the Project Coordinator ensures the deliverables and objectives of the Urban Forest Protection and Enhancement Plan are achieved. The Project Coordinator will coordinate a project team made of City staff and consultants to lead the development of the Plan as per project tasks and timelines. The Project Coordinator promotes the City's commitment to diversity, inclusions and Truth and Reconciliation within the department, organization and community.

The primary objective of this position is to develop an urban forest protection and enhancement plan to manage and enhance the City's urban forest inventory and establish a cooperative management model through a series of public engagement activities with the public, indigenous groups and stakeholders. Tasks include, but are not limited to the coordination of public and stakeholder engagement, support to consultant for base line data, site assessment, management plan development and policies updates, development of a community education program and project performance monitoring.

The successful candidate will possess a Post-diploma or degree in Urban Planning, Parks and Recreation, Environmental Studies, Public Engagement, Project Management or another related field. Three (3) years of experience in a related field is required. An IAP2 designation considered an asset. This position requires strong coordination skills when engaging the public, and a good understanding on how to engage with indigenous groups. The incumbent will have strong organizational skills and attention to detail. Working knowledge of Microsoft Office Tools such as Excel and Word is essential.

This is a temporary position with a tentative end date of July 28, 2023.

Rate of Pay: \$42.84/hour

Hours of Work: Up to 3 days per week; 8:30 a.m. – 4:30 p.m.; Monday to Friday
(Afterhours work may be required to accommodate public engagement activities)

Qualified applicants are invited to apply in confidence no later than **Tuesday, December 6, 2022** through the Career Portal on the City's website at www.fortsask.ca.



Take your Career in the Right Direction

The City of Fort Saskatchewan is a vibrant economic and cultural hub located just 15 minutes northeast of Edmonton on the banks of the North Saskatchewan River. Home to nearly 27,000 people, the City proudly manages state of the art recreation, culture and historic amenities including 75 km of outdoor trails, a performing arts theatre and fitness centre within the Dow Centennial Centre and the 1875 – 1885 NWMP Fort Representation in historic downtown.

The City of Fort Saskatchewan thanks all applicants for their interest and advises those applicants under consideration will be contacted.