

CyberNB | CIPnet invites applications for the position of:

## Internship as a Project Coordinator, Project Management Office

Job Type: Temporary, internship, 35 hours/week for 8 weeks

Location: Fredericton, New Brunswick

Salary range: \$20 per hour

Application deadline: Friday, November 26<sup>th</sup>, 2021

\*Funding for this position is provided by Canada Summer Jobs, an initiative of the Youth Employment and Skills Strategy, which aims to provide flexible and holistic services to help all young Canadians develop the skills and gain paid work experience to successfully transition into the labour market. To be eligible, the candidate must be under the age of 30 at the start of employment, be a Canadian citizen, permanent resident or who is under the Immigration and Refugee Protection Act for the duration of the employment.

Canada's preeminent cybersecurity organization – a collaborative, steadfast and objective non-profit – is looking for that individual with a passion for details and interest in project management. As we grow as an organization, CyberNB is expanding its project portfolio significantly and is working with an extensive network of partners and collaborators in business, government and academia.

Reporting to the VP Operations, the Project Coordinator will outreach to various team members and provide support in their multiple initiatives. The successful candidate will be teaming up with the PMO and business unit leads to promote communication, collaboration and trust in project delivery.

### As a Project Coordinator, you will be responsible for:

- Ensuring project team adheres to provided timelines and deliverables
- Ensuring documentation is maintained throughout the length of the project
- Communicating plans, actions, risks, and issues with key stakeholders
- Solving any issues that may arise during the project
- Managing and building relationships with multiple teams
- Assisting the Project Manager with administrative functions and processes
- Managing meetings and day-to-day activities for the project team, PMO, Director of Finance.
- Analyzing project data, identifying risk, producing progress reports and dashboards
- Other duties and activities to support project delivery as assigned

### Requirements:

- Bachelor's Degree
- Minimum of 2 years of relevant experience in project management
- Ability to work independently and as part of a team
- Excellent time management skills
- Ability to adapt to changing environments and timelines
- Excellent attention to detail
- Excellent communication and organizational skills
- Strong interpersonal skills
- Ability to organize priorities based on deadlines
- Excellent presentation skills

**Nice to have but not required:**

- Written and spoken competence in French
- Experience and knowledge in Agile project management
- Experience and knowledge in Lean Six Sigma

**We offer:**

- Flexible work environment

**To apply:**

Send us a cover letter telling us how you meet the expectations of this role and what makes you stand out from the rest, as well as a resume/CV to [info@cybernb.ca](mailto:info@cybernb.ca).