PLANNING & PROJECT COORDINATOR
– Full time (35 hours per week)

JOB DESCRIPTION
Updated as of December 9/2019

POSITION
The Planning & Project Coordinator will become familiar with the geography and demographics of the West End BIZ area to assist with economic development, urban design and planning initiatives for the BIZ. The Coordinator is expected to be well organized, apply superior attention to detail in their work, and present a professional image and demeanor while working with a diverse range of businesses and stakeholders. The Coordinator shall support the work of the organization by facilitating the crucial planning, development, implementation, administrative support, and delivery of various capital projects, programs and initiatives. The overarching goal of the Planning & Project Coordinator's job is to enhance the physical landscape of the area and improve the pedestrian experience, while supporting economic development and marketing initiatives.

The successful candidate for this position is creative and enthusiastic, with the ability to take the lead or work as a team, as the situation requires. Besides organizational and superior attention to detail, the ability to be flexible, self-motivated, hardworking, punctual and an effective problem-solver is all important. The candidate must have solid environmental design and/or urban planning skills and present a professional yet friendly demeanor. Above all, the successful candidate must be adept at both written and visual communication. Previous project management experience is considered an asset.

QUALIFICATIONS
• Environmental Design, Landscape Architecture, City Planning or Project Management degree or diploma. Equivalent education or work experience, or a combination of both may be considered.
• Competence in Microsoft Office and Adobe Creative Suite (with sound knowledge of InDesign and Photoshop).
• Proficiency in writing and proofreading various proposals and documents.
• Strong organization and time management skills.
• Strong interpersonal communication skills.
• Ability to lead programs from start to finish.
• Experience overseeing the work of staff in a supervisor role is considered an asset.
• Understanding of City of Winnipeg by-laws, zoning and permit processes, design guidelines and various strategic documents is considered an asset.
• Experience writing grant proposals is considered an asset.
• Experience with GIS software and digital mapping techniques is an asset.
• Experience with graphic design is an asset.

REPORTING
Reports directly to the Executive Director. Works in close contact and in collaboration with other BIZ staff.

MAIN AREAS OF RESPONSIBILITY

Programs, Projects & Initiatives
• Responsible for, or assist with the planning, development and implementation of image-related projects, programs, initiatives and strategies as delegated to benefit the West End area and business district, including but not limited to:
  • Coordinate the annual BIZ Planter Program to ensure appropriate placement and floral display.
  • Assist with the public art Mural Program, including supervising the Mural Mentor Program every summer.
• Coordinate the Bike Rack Program.
• Conduct an annual mural audit to determine condition and needed repairs.
• Prepare proposals and reports on Image related topics as needed.
• Conduct area audits and site visits as required or requested, monitoring street elements and landscape design for condition and recommendations.
• Assist with responses to business and community requests.
• Assist with the BIZ storefront improvement grants program offering design support, information and administrative assistance.
• Assist with or maintain required database of area issues and report to appropriate City of Winnipeg departments as required; bulky waste, derelict buildings, graffiti, street hazards
• Develop and/or maintain as appropriate to the position, databases, documents, contact lists, terms of reference, reports and other materials as requested ensuring proper documentation as needed.
• Research City of Winnipeg website for relevant current or emerging information on city guidelines, bylaws, restrictions and upcoming projects relevant to our image related projects.

**Other Duties & Responsibilities**

• Establish and maintain positive relations with City of Winnipeg departments, area businesses and other organizations and stakeholders to keep them informed about BIZ events, programs & projects and establish working partnerships where appropriate.
• Work in partnership with other BIZ staff on collaborative projects, assisting as needed.
• Various shared office responsibilities.
• Other duties as may be assigned.

**HOURS OF WORK / SALARY**

35 Hours per week. Salary $33,000 to $35,000 annually depending on experience. RRSP and benefit plan. Great work environment. Typical office hours are Monday to Friday 9:00 AM to 4:30PM. Hours may vary occasionally due to specific events or opportunities.

**TO APPLY**

Please submit cover letter and resume to the West End BIZ by e-mail (joe@westendbiz.ca), or fax (204-772-8604) or in person at 581 Portage Avenue, Monday through Friday, between the hours of 9:00 am and 4:30 pm. Depending on applicants education and employment background, a portfolio of work examples will be requested during the interview process.