



TuesdayAfternoon Media Inc.
550 Queen St. E Suite 202, Toronto, ON M5A 1V2

Project Coordinator

WHO WE ARE

TuesdayAfternoon Media Inc. (TAM) is a multidisciplinary design firm who specializes in tailored learning solutions designed to drive transformation. We empower learners to perform to their highest potential by creating effective, original, and results-driven training solutions. We believe in partnering and relationships, and are best known for our thoughtful and consultative approach. We thrive on creative innovation and focus on what matters most to our partners and clients.

RESPONSIBILITIES

What does a Project Coordinator do at TAM?

The Project Coordinator works with TAM team members and the client to define, plan and execute large-scale solutions. The Project Coordinator is responsible to setup each project and its team with the plan, schedule and tools required to successfully deliver on our set objectives. The Project Coordinator inspires engagement among project team members, and helps to resolve dependencies, facilitates the exchange of information and communication, and bring assurance and predictability to project outcomes.

Make an impact in the following areas:

- Lead project teams in the creation of innovative, performance-driven learning solutions, including steering all activities and plans to the given objectives
- Define project charters and timelines in support of large-scale projects, inspiring others to follow and influencing the right actions to achieve given goals
- Manage timelines and project plans in support of programs, and lead TAM client portfolio status and reporting
- Proactively contribute to project steering by providing insights to project plan and strategy
- Support on projects as needed by participating in Learning Needs Assessments, pitches, pilot observations and more
- Lead the definition, creation and ongoing execution of client communication needs, including status updates at core working team, stakeholder, and executive level
- Manage, mitigate and communicate risks and issues, proactively look for alternative risks and solutions, correct deviation from plan and secure cross functional stakeholder alignment

- Manage project related artefacts including but not limited to RACIs, Action Log, Risk Logs, Project Plans, and Project Charters
- Manage relationships with stakeholders, influencing mutually beneficial outcomes and have the ability to resolve challenging conversations
- Contribute to the evolution of TAM's project management methods and practices, driving efficiencies and effectiveness, and by supporting other team members through adoption
- Be an active contributor to a positive, innovative and collaborative work environment
- Partner and collaborate with team members and clients alike in support of initiatives

QUALIFICATIONS

Must have:

- 3+ years of experience within a similar role
- Experience within a learning, human resources or organizational development environment
- Applied leadership and interpersonal skills in a matrix environment, and in leading without authority
- Strong analytical and organizational skills, with a passion for continuous learning
- Strong team player who demonstrates patience and humour while working with others
- Ability to multi-task in a fast-paced environment and to prioritize as projects are assigned, using sound judgment and time-management skills

Nice to have:

- Professional accreditation in project management, either completed or in progress

*Please send your resume and cover letter to careers@tuesdayafternoon.net with **Project Coordinator** in the subject line. We thank you for your submissions. Only those selected for consideration will be contacted.*

