Contract Opportunity	**Project Coordinator - HomeLearners Network**		
Team	HomeLearners Network	Team Lead	HLN Project Development Lead
Summary of the Opportunity	The HomeLearners Network (HLN) team is seeking an experienced Project Coordinator to assist in managing the HLN project. Contract work of approximately 15-20 hours per week is available immediately and goes to July 31, 2021. HLN is a new online community based on the SelfDesign model. The community will offer learners of all ages, families and educators a place to share ideas and access personalized and remote learning resources, educational materials and interactive activities that are designed and curated by certified teachers. The Project Coordinator contractor will play a key role in supporting the Project Development Lead, Project Manager and Project Team. This involves lead responsibility for assisting in the creation and managing the work breakdown schedule in SmartSheet, monitoring and reporting on project progress and performance, tracking deliverables and facilitating project meetings. The project is using agile project management. This will require quick turnaround time for discovering requirements and developing solutions through collaborative efforts and cross-functional teams.		
Work Environment	We are a remote organization operating with standard business hours, Monday to Friday between 8:00 am and 6:00 pm, Pacific Time zone. The project will require approximately 3-4 hours of work per day. There is some flexibility to set your own hours, between the business hours noted above. You need to be available for online meetings during these same hours. Meetings are scheduled in advance.		
Timelines	Contract start date: Immediate. Contract end date: July 31st, 2021.		
Contract Value	$2,500 per month (15-20 hours per week) depending upon experience and qualifications; prorated to start date.		
To Respond to this Opportunity	**Read the contract details below.** **Email a cover letter and your resume to hr@selfdesign.org.** In your cover letter detail: • Why you are interested in this opportunity. • Your availability, particularly if you have other commitments. • Evidence of a successful track record providing services similar to our request in a comparable work environment. We look forward to receiving your response. Responses will be reviewed as they are received.		

Contract Details

Oversight	You will work at the direction of the Project Development Lead, and in close collaboration with other project team members and interested parties.
Services Required	- Assist in developing and maintaining all project documentation e.g., project plan, budget, schedule, risk management plan, etc. - Support the project team to execute all phases of the project, monitor project progress, address potential issues. - Coordinate tasks and deliverables across various teams. - Assist in creating schedules and determining the sequencing of work and developing and implementing recovery strategies to maintain the project schedule. - Coordinate and document any scope changes impacting schedule, budget, or quality. - Assist in facilitating and organizing planning sessions and meetings with various teams. - Attend planning sessions and other meetings and assist with maintaining and keeping meeting notes. - Other duties as necessary to support Project Development Lead.
Competencies	- Achievement orientation - Attention to detail - Client focus - Computer and digital literacy - English literacy - Knowledge and understanding of JIRA and Confluence systems, a plus - Demonstrated experience and knowledge of agile methodologies - Fostering communication - Initiative - Intermediate to excellent spreadsheet skills - Teamwork - Ability to organize and manage a high volume of details across multiple tasks and teams.
Credentials	- Degree, certification and/or training in project management or equivalent professional experience. - Minimum 2 years experience as a project manager and/or project coordinator.
Mandatory requirements	If you are offered and accept this contract opportunity, you will need to: - Undergo a Criminal Record Check at your own expense (approximately $28). - Take the SelfDesign online privacy and security fundamentals courses (approximately 1 hour per course).

About SelfDesign

The SelfDesign Learning Foundation (SDLF) is a registered charity and non-profit organization that operates several programs including one of the largest distributed learning schools and personalized learning programs in British Columbia, SelfDesign Learning Community.Funded by the B.C. Ministry of Education, SelfDesign enables learners to complete K-12 by exploring their passions and taking the lead in their own learning and life. With personalized guidance from B.C. certified educators, learning unfolds at home and within local and online communities.

Working with us

Everyone who works with SelfDesign works remotely using online technology.

We provide access and support for our main applications:
- Google Suite for Education (gmail, drive, docs, and sheets)
- Zoom for video meetings/conferencing
- SelfDesign Talk for instant messaging
- SelfDesign Call for phone.

You provide and use:
- Your own securely set-up computer
- Reliable and secure internet connectivity
- Your own workspace in an environment that ensures privacy, security and confidentiality.

Learn more at www.selfdesign.org and read our SelfDesign Strategic Plan 2018-2021.