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# Job Offer

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| Job Opportunity Title: | Project Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Status:                | Pending                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Closing Date:          | Jul 25, 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Description of Duties: | <p>The Project Coordinator supports the planning, implementation, and successful completion of projects that align with CARE INC.'s mission of strengthening business, trade, education, and community partnerships between Canada and Africa. The successful candidate will work closely with project managers, stakeholders, partners, and team members to ensure projects are completed on time, within budget, and according to organizational objectives.</p>                                                                                                                                                                                                                                                                                                                                                                                           |
| Skills Required:       | <p>Excellent organizational and time management skills.</p> <p>Strong verbal and written communication skills.</p> <p>Ability to coordinate multiple projects simultaneously.</p> <p>Strong problem-solving and critical thinking abilities.</p> <p>Attention to detail and accuracy.</p> <p>Ability to work independently and collaboratively within a team.</p> <p>Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).</p> <p>Experience with project management software (e.g., Microsoft Project, Asana, Trello, Monday.com) is an asset.</p> <p>Knowledge of project management principles and practices.</p> <p>Cultural awareness and ability to work with diverse communities.</p> <p>Ability to maintain confidentiality and professionalism.</p> <p>Strong interpersonal and stakeholder relationship management skills.</p> |

Skills Gained/Related Careers:

Individuals in this position will develop valuable professional skills, including:

Project planning and coordination

Leadership and team collaboration

Stakeholder engagement and partnership development

Budget monitoring and financial reporting

Event planning and logistics management

Grant and program administration

Business communication and professional writing

Risk management and problem-solving

Time management and organizational skills

Monitoring, evaluation, and reporting

Cross-cultural communication

Strategic planning and project implementation

Age:

18-30, 31-54

Time Commitment:

Daytime, Evening, Weekend, Remote Volunteering, Flexible Hours

Canada-Africa Relation Enterprises Incorporated (CARE Inc), applies these values in it's employment practices. We recruit based on qualifications, skills, experience, and potential, while encouraging applications from women, newcomers to Canada, youth, Indigenous people, members of visible minority communities, persons with disabilities, and other underrepresented groups. New employees receive orientation on workplace respect, occupational health and safety, anti-discrimination principles, and inclusive customer service. Staff are provided with equal access to training, professional development, and advancement opportunities.

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|--------------------------------------------------------|---------------------------------------------------------------------------|
| Location of Volunteer Opportunity:                     | Winnipeg                                                                  |
| Does opportunity require a criminal record check?      | Yes                                                                       |
|                                                        | Will cost be reimbursed? Yes                                              |
| Does opportunity require a Child Abuse Registry check? | No                                                                        |
| Opportunity is available to candidates that:           | Group - small, family and friends                                         |
| Organization will provide:                             | A letter of reference                                                     |
| How to apply:                                          | Email: <a href="mailto:mansarayz059@gmail.com">mansarayz059@gmail.com</a> |
|                                                        | In Person                                                                 |