

## Project Coordinator– \$14.25/hours – 30 hours per week

### Overview:

LatAm Startups is a technology non for profit incubator located in downtown Toronto working with international startups to expand into the Canadian market. The project manager will be specifically responsible for the planning, organization and implementation of LatAm Startup's international programs.

### Primary responsibilities:

- Work directly with our Project Manager
- Create schedules to manage deadlines and workflow
- Schedule meetings
- Oversee project progress
- Developing in-depth understanding of project scope and particulars

### Qualifications:

 The ideal candidate will possess the following:

- University/college education in business, management, or equivalent practical experience.
- Legally able to work in Canada (**must be permanent resident or citizen of Canada**)
- Highly effective communication skills both written and spoken.
- Critical thinking/problem solving skills with demonstrated good judgement
- Strong attention to detail and a strong analytical mind.
- Able to work in a fast-paced and dynamic organization, with a focus on flexibility to keep up with changes.

**Job Type:** Full-time, temporary (9-week contract, starting asap)

### Benefits:

Potential to work-from-home  
Casual dress  
Co-working office space  
Close to Union Station

### Please notice we require the following to evaluate your application:

Resume with at least two references; This is a payroll entry-level position.

Please send your resume, questions or comments to [contact@latamstartups.org](mailto:contact@latamstartups.org)

LatAm Startups is an equal opportunity employer. We celebrate diversity and strive to provide opportunities for youth, minority groups and newcomers to Canada.