

Job Posting: Project Coordinator

Term: Full-time, contract until December 31, 2026

Location: Ontario (Ottawa preferred, hybrid work model)

Application Deadline: January 17, 2025

Note: Applications will be reviewed as they are received, and the position may be filled prior to the application deadline. Early applications are encouraged.

The Federation of Dental Hygiene Regulators of Canada (FDHRC) is a federation of organizations which have a statutory responsibility to regulate the profession of dental hygiene within their respective provinces. The mission of the FDHRC is to provide leadership on dental hygiene regulation and standards, enhancing public confidence in the dental hygiene profession.

We are seeking an experienced Project Coordinator to join our team. Reporting to the CEO, you will help steward the successful planning and execution of a number of key strategic projects, including updating the FDHRC's assessments to reflect the national entry to practice competency profile and the development of a national Code of Ethics.

Your responsibilities:

Working collaboratively, you will be responsible for the planning, execution, and completion of projects that advance the organization's mission. This includes managing timelines, budgets, and resources while ensuring effective communication with stakeholders. The Project Coordinator ensures projects are delivered efficiently, on schedule, and in alignment with organizational goals, including project management, communication and coordination, administrative support, and evaluation and reporting.

Must Have Qualifications

- Degree or diploma in project management, nonprofit management, business administration, or a related field.
- Minimum of 5 years of experience in project coordination, preferably within a nonprofit setting.
- Experience managing project budgets, including tracking expenses and reporting.
- Demonstrated organizational and time management skills with the ability to drive initiatives from planning through completion.
- Strong written and verbal communication skills in English.
- Proficiency with project management tools and Microsoft Office Suite.
- Ability to work collaboratively with diverse teams and partners.
- Self-management and accountability, demonstrating initiative and the ability to work independently, while proactively seeking guidance or input when needed to ensure clarity and alignment.

- Candidates must be legally authorized to work in Canada at the time of application

Desired Qualifications:

- Bachelor's degree in a relevant field.
- Bilingual (English and French). Additional languages an asset.

Working Conditions

The Project Coordinator works in an office setting, with some local or regional travel possible for meetings.

What We Can Offer You:

- Hybrid work model. Note: the preferred candidate will reside in the National Capital Region, but at minimum, must reside in Ontario as there will be some requirement to come onsite for meetings in the National Capital Region, when required.
- Self-Administered Health Plan, paid as a percentage on top of salary.
- Four weeks of vacation, as well as paid office closure between December 25 and January 1.
- For full-time employees, twelve paid sick leave and flex days per year.
- A culture that values empowerment, professionalism and engagement.

The hiring salary range for this position starts at \$80,000 depending on experience. Candidates who do not meet all of the position requirements may be considered in an underfill capacity, in which case the candidate would be hired at a lower level than the position level.

Please submit your cover letter and resume by the deadline to kjordan@fdhrc.ca.

Note that the FDHRC is committed to Indigenous reconciliation as well as equity, diversity, inclusion, and accessibility. We encourage qualified applications from all equity seeking individuals. We thank all applicants for their interest; only those selected for an interview will be contacted. Accommodations are available on request for applicants taking part in all aspects of the selection process. To request accommodation, please email the CEO at kjordan@fdhrc.ca.