Program Coordinator

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Professional and Managerial Group

Program Coordinator

John F. Wood Centre

Hiring #: 2022-0623

Please read the Application Instructions [1] before applying

The John F. Wood Centre, housed within the Lang School of Business and Economics at the University of Guelph is responsible for the administration, coordination, and delivery of the University of Guelph's entrepreneurial and innovation programming. The Program Coordinator provides oversight and coordination of all logistical functions of the programs and is responsible for the recruitment of prospective participants. This role helps bring awareness to all programs and offerings at the Wood Centre through expert event planning and marketing support.

The Program Coordinator supervises the MakerSpace Animator and Peer Helpers to ensure the efficient and effective delivery of programs to our clients. This includes preparing for and implementing all centre events and workshops. The Program Coordinator is responsible for program impact reporting and financial management. The Program Coordinator will establish and maintain a healthy and productive work environment that is inclusive, engaging, and consistent with the values of the institution. The Program Coordinator will also be involved in the delivery of the Wood Centre marketing strategy with a keen eye to budget.

The Program Coordinator is responsible for professionally representing the programs at information sessions, trade shows and through social and traditional media. A client service orientation is a critical component to the success of this role as well as the ability to exemplify this service orientation for other staff within the office. The role will require someone who can work some irregular hours, who is highly flexible and adept at working in a fluid work environment, where change and evolution are constant.

Requirements of the position include: an undergraduate degree in business or a related field, and a minimum of five years’ experience. A Master’s degree in a related field would be considered an asset. The ideal candidate will have a strong service orientation, exceptional organizational, interpersonal and communication abilities as well as the ability to work collaboratively with faculty and staff. The incumbent must possess computer skills including knowledge of database software, word processing and social media tools. The ability to use Adobe Acrobat and Drupal would also be considered an asset. The ability to exercise sound judgment, tact, and diplomacy, set priorities and manage budgets is also required.

Position Number         195-026
Classification               P03
Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2022 09 19
Closing Date: 2022 09 26
