

Project Management Assistant

(Contract Position)

MIRARCO Mining Innovation Term: August 4, 2026 – April 30, 2027

Location: Sudbury, Ontario (Hybrid)

Reporting to: Associate Director, MIRARCO

Position Summary

The Goodman School of Mines (GSM) and MIRARCO are seeking a highly organized and motivated **Project Management Assistant** to support the delivery of the MineOpportunity Challenge modernization and expansion project. This province-wide initiative aims to digitize, enhance, and expand a bilingual career exploration program that introduces students to careers in mining, advanced manufacturing, technology, skilled trades, and related sectors.

Working closely with the Associate Director and project partners, the successful candidate will provide day-to-day project coordination, content development support, event planning assistance, stakeholder communications, evaluation support, and administrative coordination. This position offers an excellent opportunity for an early-career professional interested in project management, education, community engagement, and workforce development.

Key Responsibilities

Project Coordination

- Assist with the implementation and monitoring of project work plans, schedules, and deliverables.
- Track project milestones, action items, risks, and deadlines.
- Schedule meetings, prepare agendas, record minutes, and follow up on action items.
- Maintain project documentation, records, and filing systems.
- Support coordination with project partners, schools, industry representatives, and community organizations.

Educational Content & Resource Development

- Assist with the development, organization, and updating of educational content, facilitator guides, and supporting materials.
- Support the integration of new regional, Indigenous, and Francophone content into project resources.
- Coordinate content reviews and revisions with subject matter experts and project partners.
- Assist with quality assurance testing of educational materials and digital content.

Event Planning & Delivery

- Support planning and delivery of MineOpportunity events across Ontario.
- Assist with participant registration, logistics, communications, and event preparation.
- Coordinate materials, supplies, signage, and participant resources.
- Attend selected events and assist with on-site delivery and troubleshooting.

Communications & Stakeholder Support

- Assist with communications to schools, educators, industry partners, volunteers, and community stakeholders.
- Maintain project contact databases and mailing lists.
- Assist with website updates, promotional materials, and social media content as required.
- Support recruitment and onboarding of participating schools and volunteers.

Evaluation & Reporting

- Assist with the collection and organization of participant, educator, and industry feedback.
- Support survey administration and data entry.
- Support compilation of participation statistics and project metrics.
- Contribute to reports required by project partners and funders.

Administrative Support

- Coordinate travel arrangements, meeting logistics, and project purchases.
- Assist with budget tracking and documentation of project expenditures.
- Perform other related duties as assigned in support of project objectives.

Qualifications

Education

- Diploma or degree in Project Management, Business Administration, Education, Communications, Community Development, or a related field.
- Equivalent combinations of education and experience may be considered.

Experience (1-3 years experience minimum)

- Experience coordinating projects, events, programs, or community initiatives.
- Experience working with multiple stakeholders and managing competing priorities.
- Experience preparing reports, presentations, and communications materials.

Skills & Competencies

- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- Ability to work independently and collaboratively within a team environment.
- Strong attention to detail and problem-solving abilities.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Teams).
- Experience with online collaboration, survey, and project management tools is an asset.

Assets

- Bilingualism (English/French).
- Experience working with youth, educators, Indigenous communities, or industry partners.
- Familiarity with the mining, natural resources, education, or workforce development sectors.
- Event planning experience.

Working Conditions

- Combination of office-based and remote work.
- Occasional evening or weekend work may be required.
- Occasional travel within Ontario may be required to support project activities and events.

Desired Attributes

The ideal candidate is enthusiastic, adaptable, detail-oriented, and enjoys working in a collaborative environment. They are comfortable managing multiple projects simultaneously and are passionate about supporting educational initiatives that inspire youth and strengthen Ontario's future workforce.

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Hours: Full-time (40 hours per week)

Interested candidates, please send your CV and cover letter to info@mirarco.org by July 10th, 2026. Candidates that are invited for interviews will be contacted directly.