



Public Forum  
Policy des politiques  
Forum publiques

Job position – Public Policy Forum  
Project coordinators

Applications are invited for contract and part time project coordinator positions at the Public Policy Forum based in Ottawa.

The project coordinators will undertake a wide range of duties relating to the coordination of research and dialogue initiatives in areas of public policy.

Under direction, the project coordinators will help manage and deliver research or dialogue projects, on time and according to budget. Responsibilities include:

- Designing and developing project proposals, including budgets and critical paths;
- Researching and writing background documents, case studies, interview guides, agendas, invitation letters, etc;
- Coordinating with chairs, facilitators, speakers, members of advisory groups, event participants, editors, etc.
- Providing on-site support, both functional and logistical;
- Preparing and/or managing the publication of summaries of discussions, outcomes reports, articles, presentation decks, etc;
- Helping organize logistics related to events; and
- May be required to contribute to other Public Policy Forum activities in the general area of administration and management.

Applicants will hold a postsecondary education degree or diploma with demonstrated interest, expertise and relevant work experience in areas related to governance, policy and public service in Canada. Bilingualism is an asset.

Compensation is commensurate with experience.

The Public Policy Forum is an independent, non-partisan organization dedicated to improving governance in Canada. For additional information about the Forum, visit [www.ppforum.ca](http://www.ppforum.ca)

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Deadline for application: January 31, 2011