



**Position Title:** Project Coordinator - 'Aisha Academy Canada

**Department:** National Department of Ta'lim

**Immediate Supervisor:** 'Aisha Academy Board

**No. of Positions:** 2 **(Male and female members of Jama'at can apply)**

**Both male and female members of the Jamaat are encouraged to apply. Graduating or recent graduates, especially those seeking academic credits, are welcome.**

### ABOUT US

'Aisha Academy Canada is dedicated to providing Islamic and academic education to women and girls through qualified professional Ahmadi teachers. We also operate the Girls' Hifzul Qur'an School Canada. We are seeking a proactive and organized Project Coordinator Intern to support the execution and coordination of various projects. This internship offers valuable experience in project management, with the potential for extension into a longer-term role.

### POSITION OVERVIEW

The Project Coordinator will assist in managing multiple projects aligned with the Academy's mission, supporting the Board's vision. The role requires multitasking, attention to detail, and a strong commitment to planning and documentation. The successful candidate will work closely with the Board to ensure efficient project execution.

### RESPONSIBILITIES

- Coordinate the initiation, planning, execution, monitoring and controlling, and closing of the project
- Identify project tasks and resource requirements working with the project team
- Plan, schedule, and manage project timelines, dependencies, and milestones through the use of a project plan
- Identify, assemble and coordinate project resources
- Prepare and manage project budget
- Use various project management tools and software applications to track, monitor, and control project deliverables
- Perform project reporting & communications, including weekly status updates and Exec Steering
- Assist in developing comprehensive project plans, including timelines, budgets, and resource allocation. Monitor project progress and adjust plans as necessary to ensure successful completion.
- Manage multiple projects simultaneously, prioritizing tasks to meet deadlines. Demonstrate flexibility and adaptability in a dynamic work environment.
- Communicate project plans, actions, risks, and issues. Provide regular updates to the Board to ensure alignment with project goals.
- Identify potential project challenges and develop proactive solutions to mitigate risks.
- Assist the Board with administrative functions, such as scheduling meetings, preparing

agendas, and following up on action items.

#### **QUALIFICATIONS:**

- Graduating or recent graduates, especially those seeking academic credits for internship experience.
- Prior experience in project coordination or similar roles is an asset but not required.
- Well-organized with exceptional interpersonal and presentation skills.
- Familiarity with or experience using various project management tools and methodologies, such as Agile, Scrum, or Waterfall.
- Experience with project management software, including platforms like Trello, Asana, or Microsoft Project, is preferred to ensure smooth coordination and execution of projects.

When applying for the position, please include the following:

- ☐ [Employment Application Form](#) (Click '[here](#)' to get the Form)
- ☐ Resume and Cover Letter
- ☐ Names and contact information of at least two recent professional references and one personal reference.

Interested Candidates can apply with confidence and a spirit of Waqf by sending their resume and cover letter to [board.chair@aishaacademy.ca](mailto:board.chair@aishaacademy.ca).

Clearly indicate in the subject line: **“YOUR NAME - APPLICATION PROJECT COORDINATOR”**.

#### **APPLICATION DEADLINE: MAY 10, 2025**

**Job Type:** Full-time/Part-time

**Work Location:** In-person/Hybrid

**Ability to commute/relocate:** NA

**Start Date:** This position is set to start **ASAP**.

**Please note:** Only those selected for an interview will be contacted. Interviews will be conducted on a rolling basis as applications of qualified candidates are received.

**For further information, please contact:** [board.chair@aishaacademy.ca](mailto:board.chair@aishaacademy.ca)