



POSITION DESCRIPTION

Interim Junior Project Coordinator

Company	PTAC Petroleum Technology Alliance Canada
Location	Calgary, Alberta
Term	October 19, 2026 to March 31, 2027
Position Type	Full-time, term-limited interim position
Purpose	Short-term leave replacement
Reports To	Chief Technology Officer

Company Background

PTAC Petroleum Technology Alliance Canada is a neutral, not-for-profit facilitator of collaborative research, development, demonstration and deployment. PTAC works with industry, governments, technology developers, researchers and other stakeholders to transform shared challenges into opportunities. Through collaborative networks and projects, PTAC supports innovation that can reduce costs, improve operational efficiency, strengthen environmental performance and advance responsible energy development.

Position Overview

PTAC is seeking an organised and proactive Independent Contractor to serve as an Interim Junior Project Coordinator for a term from October 19, 2026 to 31 March 31, 2027. This contract position will provide continuity while a PTAC employee is on short-term leave and will support the planning, coordination, administration and delivery of technology projects, project proposals, and stakeholder activities.

Working under the direction of the Chief Technology Officer, the Interim Junior Project Coordinator will collaborate with PTAC staff, contractors, project recipients, steering committees, funders and other stakeholders. The role is intended for an early-career professional who can manage details, maintain dependable follow-up and contribute effectively in a fast-paced, collaborative environment. As an independent contractor, the successful candidate will be responsible for providing services to PTAC under a fixed-term contractual arrangement.

Key Responsibilities

The Interim Junior Project Coordinator will:

- Support project planning and scheduling by maintaining work plans, timelines, milestones, task lists and resource requirements.
- Assist with the preparation and delivery of project proposals, awarded projects, stakeholder initiatives and events.
- Coordinate meetings, workshops, webinars, committee activities and other project-related events, including materials, notes and follow-up actions.
- Maintain clear and timely communication with internal team members, contractors, project recipients, steering committee members, funders and other stakeholders.
- Track deliverables, decisions, action items, deadlines, budgets and contractual or reporting requirements, and bring emerging issues to the attention of the Chief Technology Officer.
- Maintain organised and complete project records, including proposals, award letters, agreements, contracts, invoices, claims, progress reports and public or confidential final reports.
- Assist in preparing progress reports, claims, briefing materials, presentations, correspondence and project-status updates for management, funders and stakeholders.
- Support quality assurance by checking documents and deliverables for completeness, consistency and alignment with funder, steering committee and PTAC requirements.
- Assist with identifying project risks, documenting mitigation actions and following up on outstanding items.
- Coordinate with PTAC staff and contractors to help ensure that appropriate resources are available and project activities proceed as planned.
- Provide administrative and coordination support for other PTAC technology, innovation and stakeholder-engagement priorities as assigned.

Required Qualifications

- Post-secondary degree, diploma or certificate in project management, business administration, communications or a related field.
- Early-career experience in project coordination, business coordination, administration, event delivery or a related role is preferred.
- Proficiency with Microsoft 365 applications, particularly Word, Excel, PowerPoint, Outlook and Teams.
- Experience with online project-administration portals, collaboration tools or task-management platforms is an asset.
- Experience in the energy, technology, environmental or not-for-profit sector is an asset.

Required Skills and Attributes

- Excellent organisational skills and consistent attention to detail.
- Excellent client service skills, encompassing a positive, service-oriented approach.
- Strong written and verbal communication skills.
- Ability to build professional working relationships with diverse internal and external stakeholders.



- Ability to manage multiple assignments, prioritise work and meet deadlines.
- Ability to work effectively both independently and as part of a collaborative team.
- Professional judgement, discretion and respect for confidential information.
- Analytical thinking and practical problem-solving skills.

Working Conditions

- This is a full-time, term-limited interim position based in Calgary, Alberta, from October 19, 2026 to March 31, 2027.
- The position follows PTAC's hybrid work arrangements, with 4-days in-office attendance and the ability to participate effectively in virtual meetings.
- The work is primarily office-based. Infrequent local travel or attendance at stakeholder meetings and events may be required. No routine field operations are anticipated.
- Compensation will be commensurate with experience and qualifications.

Application Process

Please submit a cover letter and resume with the subject line "Interim Junior Project Coordinator" in confidence to kcheyne@ptac.org by October 6, 2026.

PTAC thanks all applicants for their interest. Only candidates selected for further consideration will be contacted.

