



Embroiderers' Association of Canada, Inc.  
Association canadienne de broderie, Inc.

# Project Coordinator Job Description

**Date:** 2024-07-29

**Next review date:** 2026-07

**Type:** Appointee

**Reports to:** Education Director

**Term:** Two-year term; may be appointed for one additional two-year term

## Function

- To seek out instructors/designers to arrange and coordinate the schedule of project offerings within the three project models – cyber, project, and email.
- Ideally, this position will work on the schedule of offerings for a minimum of 12-18 months in the future.

## Time Commitment

- Approximately 8 – 20 hours a month
- This will vary throughout the year as new projects are sourced and contracts are finalized.

## Duties

- To seek out instructors/designers that cover a wide range of embroidery techniques and organize a schedule that offers:
  - 6-12 Patterns and Charts, referred to as Projects by email, with each project being available for a minimum of 4 months and a new project becoming available each month or every other month.
  - 4-6 cyber projects per year with the schedule of offerings running as consecutively as possible.
  - 1-2 new projects per year to supplement the EAC/ACB-owned projects.
- Using the approved contract template, write the contracts for the project offering and ensure they outline all the necessary details, including the project delivery model, descriptions, pricing, payment schedule, number of lessons, registration period dates, and project run dates.
- Obtain all the required signatures to fully execute the contract.
- Provide the instructor/designer with a final, signed copy of the contract.

- Share the contract details with the Treasurer, Registrar, Test Student Coordinator, and, for Cyber Projects, the On-Line Assistant, to ensure they have the required information to make the projects available to the membership and ensure that the project materials have been reviewed.
- Update the project schedule.
- Obtain the required information from the instructor/designer that will be used to market/promote the project.
- At least 3 months before the registration period starts, provide the Communications Team with the advertising materials needed for *eThreads* and the various social media communication tools.
- Work with the new appointee to teach the duties of the position and provide a smooth transition in the **final year of the term**.

## Meetings to Attend

- Attend online and in-person Education meetings.

## Skills Required

- Ability to learn and use technology – skills in Word, Excel, Gmail, and Google Drive
- Team player and the ability to work independently
- Organized, detail-oriented individual
- Excellent communication skills, tact, diplomacy
- Interest in needlework in a broad variety of techniques
- Flexibility, a strong customer service attitude, thoroughness
- Ability to see projects through to completion
- Ability to research relevant instructors/designers
- Interest in seeking out new trends in embroidery and techniques not currently offered by EAC/ACB

## Skills Developed

- Interpersonal skills working as part of an integrated team
- Time management skills and organizational skills
- Enhanced communication skills
- Detailed knowledge of the operation of EAC/ACB

# Timeline

## Ongoing

- Monitor the registration numbers for the current year's schedule.
- Ensure the Communications Team has the necessary advertising and promotional materials for upcoming projects.
- Work with the Communications Team to ensure the registration process is in place for the lecture.
- Troubleshoot any registration and/or connectivity issues encountered by the membership.

## Quarterly

- Submit a report to the Education Director that includes the contract status information and project schedule for each model to the Education Director for presentation at the Education and Board meetings.

## Annually

- Submit a report to the Education Director that includes:
  - A summary of the project offerings for the past fiscal year (September 1 to August 31), including the project title, technique, instructor/designer, time the project was offered, and number of registrants.
  - The schedule of project offerings for the upcoming fiscal year, including the project title, technique, instructor/designer, registration period, project run period, the minimum number of registrants needed to run the project, fees and kit costs (if applicable),
  - A list of instructors/designers and techniques that are being considered for the subsequent fiscal year.