

Let's Talk Business

For TRSM Students

These reports describe industry sectors and career paths of interest to TRSM students and Alumni. Each report leverages BCH employment data and the expertise of our staff. This collaborative effort engages staff, students, alumni and the University Business Librarian.

Think You Might Be Good at Coordinating Projects?

Here is What You Need to Know.

Project Coordinators assist Project Managers to ensure projects are completed in a timely manner and within the financial budget. Within a large project, a Project Coordinator might be assigned a smaller part of the entire project to ensure that operations are running smoothly and efficiently. Responsibilities include completing administrative tasks such as creating schedules with realistic timelines, and overseeing progress to make sure goals are met on time.¹

Project Coordinators are core to the team, as 50% of organizations say they do have a track record of project success.²



8.7 to 11
million

Project Managers in
North America³



16.5
million

Project Managers in
the world³



5,000+

Project Coordinator
jobs posted on
LinkedIn³

Key Responsibilities:

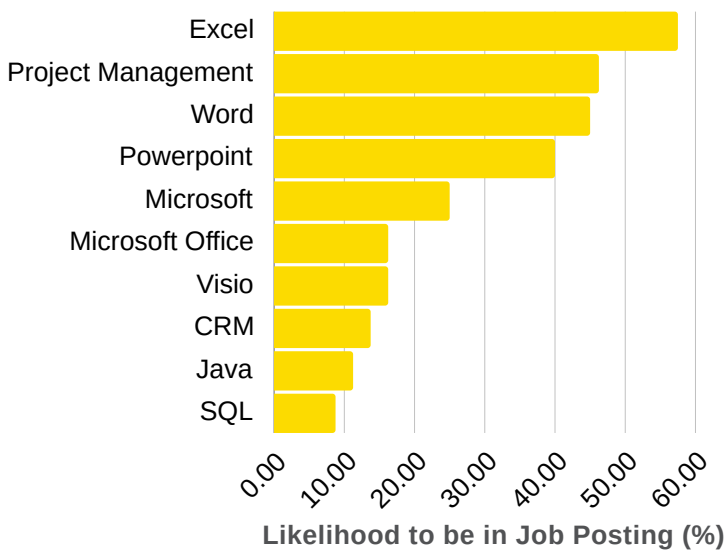
- Monitoring the daily progress of plans, project schedules, work hours, budgets, and expenditures⁴
- Assisting and supporting the Project Managers⁵
- Designing and controlling the project schedule⁵
- Providing detailed updates to Project Managers or other stakeholders⁴
- Preparing presentations to update Senior Management on the project's progress and showcase the project's value⁵
- Ensuring team members have the supplies and resources they need to complete their assigned tasks on time and within their budget limits⁴
- Providing administrative support⁵
- Organizing reports, invoices, contracts, and other financial files for easy access⁴
- Planning meetings and organizing project logistics⁴
- Performing billing and bookkeeping tasks⁴

Key Skills to Have:

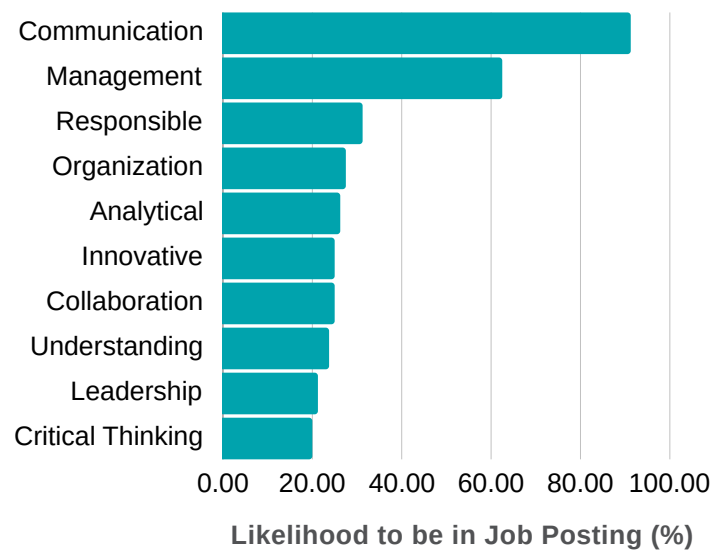
While many of the skills required to succeed as a Project Coordinator are technical, there are dozens of professional skills that are just as pivotal to achieve success. As someone who has to collaborate with others in various departments, and working in cross-functional teams, it's crucial to have strong teamwork and communication skills. Furthermore, day-to-day tasks require strong organizational and analytical skills.

Based on postings for a 'Project Coordinator' on BCH's job portal, we have been able to identify the top professional skills employers want in a prospective employee. Excel and communication skills top the list.

Technical Skills for Project Coordinator from Fall 2020 to Fall 2021



Professional Skills for Project Coordinator from Fall 2020 to Fall 2021



Industry Certifications Can Be a Plus

According to Zippa, 66.1% of Project Coordinators have a bachelor's degree, but many have also earned a certification in Project Management. ⁶

The G. Raymond Chang School of Continuing Education at Toronto Metropolitan University offers a [Project Management Certificate](#). With this certificate, you can work towards or maintain your standings for two certificates - the Certified Associate in Project Management (CAPM)® and the Project Management Professional (PMP).

In addition, the [Project Management Institute \(PMI\)](#) is a recognized worldwide organization that provides a wide range of courses to gain experience relevant to the field and to certification. Some of the certifications include: 'Project Management Ready', 'Project Management Professional', 'Certified Associate in Project Management', and 'Scheduling Professional'.



In order to prepare for this Certification, BCH offers a 2-Day Project Management Prep Program in partnership with the local chapter of PMI. [Click here for more details.](#)

Software to Familiarize Yourself With:



Let's Talk Money

The starting salary for an entry-level position typically starts at \$44,968 per year. Although, the average Project Coordinator salary is \$59,210 per year (equivalent to \$30.36 per hour) experienced Project Coordinators can make up to \$79,985 per year.⁷

Meet a TRSM Student!



3rd Yr. BTM Student

FATEEN FAISAL



Fateen Faisal is a Business Technology Management Co-op student and mentor in her 3rd year, having completed work terms at OPS and Manulife. She is a student member of the Project Management Institute (PMI) and completed her Scrum Master Certificate in 2020. She aspires to be in a full-time Project Management role upon graduation.

"Being a Project Manager allows you to be in a leadership role as well as a support role. Leading a team to reach their goals and remain on track is what a PM does. If you know you'd like to give Project Management a chance, be pro-active. Where there are projects, there are opportunities for a PM. The Project Management Institute can be your source and guide on your pathway."

Get Hired:

Although most organizations hire Project Coordinators, check out these career sites to get a sense of the job descriptions for each employer.



Project Coordinator vs Project Manager

The main role of a Project Manager is to plan, initiate, and oversee the execution of all elements of a project. They fully understand the goals of their clients and management to ensure they deliver the desired outcomes. The Project Coordinator helps the Project Manager on the completion of projects with administrative tasks for each project. It's essential for Project Coordinators to be aware of all aspects of the project, have a thorough understanding of short and long-term goals, organize project calendars and stay within budget.⁸

Want to Learn More for Free?



Learning Resources

[For New and Experienced Project Managers](#)



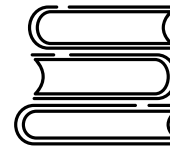
Courses

[Free Online Project Management Courses](#)



Podcasts

[For Project Managers On the Go](#)



Books

[Project Management Books for the Professional](#)



LinkedIn Learning

[Project Management and Project Leadership Training](#)

Visit the Business Career Hub

Employer Events

The BCH hosts several employer events to prepare you for your professional career. Refer to your weekly 'BCH Careers Newsletter' for a list of upcoming [events](#).

Bootcamps/Prep Programs

Advance your technical and soft skills, earn digital badges, and gain an advantage in today's workforce through bootcamps. [Click here to register for current bootcamps](#).

Coaching & Mock Interview

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



[TedRogersBCH](#)



[Business Career Hub Website](#)



[TedRogersBCH](#)



Career Consultant Contributor Alethia Davis-Hecker

Alethia is a Career Consultant and UWindsor Alumni with 6+ years of experience in the career services industry. She is the founder of SMILE (non-profit). She is passionate about encouraging students to live fruitful lives and aspire to greatness!



Student Contributor Amy Ko

Amy is a 3rd year Marketing Co-op student currently working part-time at the BCH. She is a Top 200 student, VP Marketing for TRCA, Marketing Lead for TRSS and Account Manager for TRMA.

Data Sources

- 1 Rozier, A. (n.d). [What Is a Project Coordinator? Job Description, Salary, and Hiring](#)
- 2 Pro Profs Project. (2021, September). [100+ Project Management Statistics & Facts](#)
- 3 Garrett, D. (2011, October 19). [How many Project Managers are in the US and Canada?](#)
- 4 Coursera. (2021, September 10). [What Does a Project Coordinator Do?](#)
- 5 TotalJobs. (n.d). [Project Coordinator job description](#)
- 6 Zippia. (n.d). [How To Become A Project Coordinator](#)
- 7 Talent.com. (2021). [Project Coordinator Average Salary in Canada 2021](#)
- 8 American InterContinental University. (n.d). [Project Manager vs Project Coordinator: What's the Difference](#)