

Positioning Maps

Chart Your Path to a Meaningful Career

Competitive positioning is how you differentiate yourself from other job candidates and create value for your employer. It's about how you carve out a niche in the marketplace. These customized guides, by position title, help you achieve this.

December 2024

Your Guide to Becoming a Project Coordinator

This **Positioning Map** identifies the programs you can participate in at TRSM, to help you develop a specific and relevant skill set that will make you far more competitive when applying to full-time Project Coordinator roles.

STEP 1 - Understand the Skills Expected of a Project Coordinator

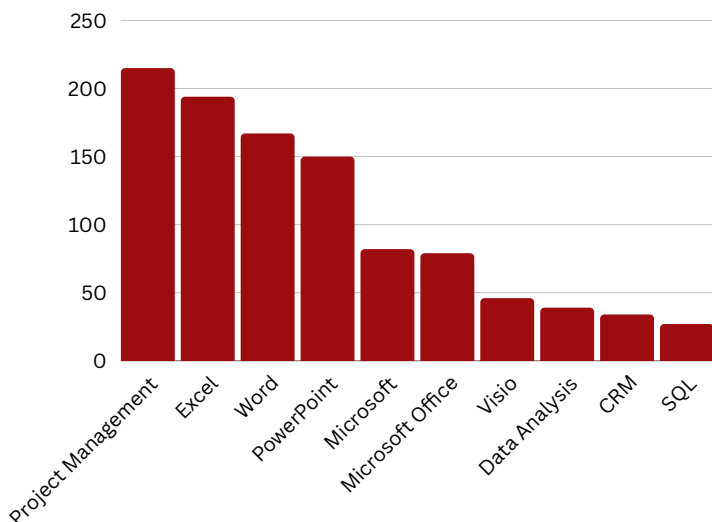
We analyzed 391 job postings in our portal, for *Project Coordinator* roles, for the period September 2018 to June 20 2023, and identified the top most cited technical and professional skills across these job descriptions.

Highlighted below are the skills employers are seeking when recruiting for this type of role.

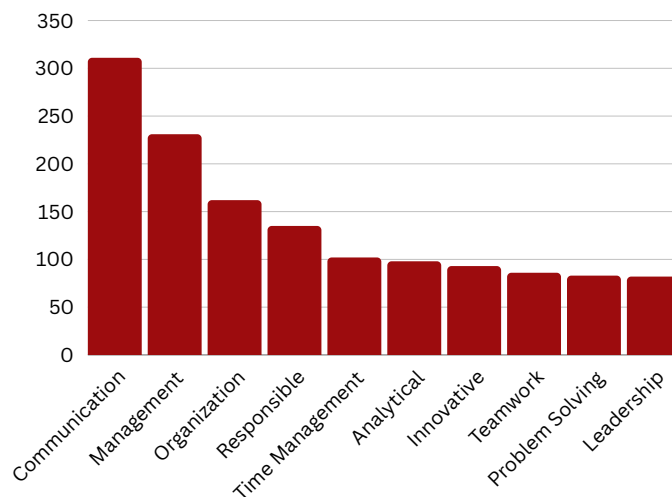
Note the importance of Microsoft skills including Excel, Word, and PowerPoint, in addition to the ability to communicate effectively and analyze a problem.



Top 10 Technical Skills for Project Coordinator



Top 10 Professional Skills for Project Coordinator



STEP 2 - Learn About the TRSM Programs That Align With These Skills

| Program | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Register for Bootcamps: Excel, Power BI, Tableau, SQL, Python, Microsoft Certification |
| <input checked="" type="checkbox"/> | Attend Prep Programs: Project Management Prep Program |
| <input checked="" type="checkbox"/> | Join Student Groups: TMU Toastmasters , TMU Student Groups , TRSM Student Groups |
| <input checked="" type="checkbox"/> | Participate in Case Competitions/Conferences: Ontario Project Management Competition (OPMC) , Accor Take Off! Challenge |
| <input checked="" type="checkbox"/> | Ted Rogers Co-op: Apply to the Co-op Program. Depending on your program, students in ENT, HTM, RET, BTM and SAF apply at the end of 1st year, by June 1. All other Business Management majors apply at the end of 2nd year. |
| <input checked="" type="checkbox"/> | Hub Insights reports: All About Co-op , Project Coordinator Job Description , A Day in the Life Project Manager Intern , Industry Sectors: Project Management |

Why Professional Skills Are Important To Employers

Communication Skills

A Project Coordinator requires strong written and verbal communication skills to convey project goals/tasks and provide clear updates to project managers and team members.

Creativity Skills

Project Coordinators require the capacity to analyze project data, metrics, and outcomes to drive continuous improvement and optimize project performance while sharing ideas and input.

Teamwork Skills

Project Coordinators work with internal and external departmental cross-functional teams, and foster positive relationships among new and existing team members.



Organizational Skills

To be an effective Project Coordinator, you need the ability to organize tasks, timelines, resources, and information to keep projects on track and to meet deadlines and budget targets.



Tech Savvy Skills

Never stop learning! Stay up to date and become familiar with project management software, collaboration tools, and relevant technology that will help you better streamline project communication. This is key to building your current and future skills as a Project Coordinator.



Professionalism Skills

Customer service skills are required to maintain a positive, professional and proactive approach to challenges within the project team. Being able to stay calm and focused on a project can help you handle unexpected situations in the workplace and at school.

STEP 3 - Prepare for the Interview

Typical Interview Questions for a Project Coordinator

Here are some examples of behavioural questions, paired with answers to guide you when preparing for your next interview. Keep in mind interview questions can vary depending on the industry and level of the role.



Tip #1 You may receive a question like this one if your interviewer wants to know what your process is when you're coordinating a project. Your answer can show them what you find most important in your work and how you effectively manage your day.

What are the most crucial steps you feel are important for a project coordinator to complete?




Some of the important steps I take when coordinating a project are conducting meetings with project staff and stakeholders, communicating updates and other developments to project teams and clients and following up with task holders to make sure everyone has the resources they need to complete their work on schedule.



Tip #2 A hiring manager may ask you this question to understand more about your experience coordinating projects. They expect to an answer that shows you're knowledgeable about project management and coordination and can problem solve common issues in the role.

Why do you think some projects fail? Why do you think others succeed?

I believe the majority of projects fail because of a lack of communication. Communication and collaboration are important for any project to ensure we're completing it on time and within budget. If team members don't work closely together, there is usually less accountability, too. I think other projects succeed because of the dedication that team members have to their responsibilities. A successful project requires that everyone involved prioritizes their work and manages their time.

 **Tip #3** As with most positions, there may be challenges you have to work through in your role as project coordinator. Being able to answer this question shows the hiring manager you expect challenges at work and know how to manage them.

What do you find most challenging about working as a project coordinator?

I think the most challenging part of being a project coordinator is working closely with different people. Although I love working as part of a team and communicating with my peers, managers and clients, it can be challenging to communicate effectively to groups of individuals who differ from each other. To combat this challenge, I adjust my communication style according to the individual I'm speaking to and their preferences for receiving information.

In-Depth Questions

It's likely that a hiring manager asks you some in-depth questions to establish your knowledge of the role of a project coordinator. They may also ask these questions to learn more about you, especially if they've been impressed with your answers to previous questions.

Because these questions are more in depth, consider pausing to think about your response before answering. Here are some in-depth questions you may receive from an employer:



Have you ever had a **conflict with a coworker**? How did you work to resolve it together?

Why do you think some **projects fall behind schedule or go over budget**?



What's your process for **planning a project**?

How would you manage if your supervisor told you the **project was canceled by the client**?



Discuss the importance of **keeping projects organized**.

How do you **establish the timeline** for a project?



What **expectations** do you typically have for **other members** of a project team?



How often do you **communicate with clients** during a project?



Describe your **typical workday**.



Quick Tip!

- Use the STAR method to answer behavioural questions based on your own experiences to showcase your knowledge and capabilities. Review the [Behavioural Interviews Hub Insights Report](#) to prepare.
- Remember to tailor your responses to your own experiences and the specific company you're interviewing with.
- Blogs and Industry: [How Young Professionals Can Stand Out In Today's Job Market](#)
- Do You Have What it Takes to Be a Project Coordinator? Take a Self Assessment [Career Navigator](#)

Employers Hiring Project Coordinators

Scotiabank



TELUS



Loblaws

STEP 4 - Update LinkedIn and Resume - and Apply

Now that you have better positioned yourself for this role, make sure to update your LinkedIn profile, resume and cover letter to reflect how aligned you now are with this type of role.

Check out these Hub Insights resources for best practices on doing just this!

1. [LinkedIn](#)
2. [Resumes, Cover Letters](#)
3. [Interview Tips: Behavioural Interviews, Behavioural Interviews In-depth](#)

Meet TRSM Alumni



Project Manager,
Wilda

MALLORY COCKRAM



“After graduation I landed a role at a small film production company as an Associate Producer. I learned many skills there about project management and I was able to transfer those skills to my current role as a Project Manager at Wilda. Since then, my role has shifted, so my time is split between Marketing, Project Management and Sales. Joining small teams and startup environments has been an enriching experience for me in my career as I'm learning many different skills, and no two days are the same!

The Business Career Hub has been extremely helpful in helping me get both roles post-graduation. I took advantage of their interview prep sessions, bootcamps, and resume review services. I've stayed in touch with Alethia who was able to assist with my resume when I started my new job. It has been a huge resource and I'm thankful for the help I've received from BCH!”

Learn More for Free



Interview Prep Guide

To help you excel in your upcoming interviews LinkedIn has created a comprehensive preparation guide for Project Coordinators. Remember interview preparation is key to your success when standing out as a strong candidate!

Learn more [here](#).



Project Management Institute

Blogs and industry news plays an important role for business students. They provide up-to-date information about the latest trends and developments in the world of project management. To learn more about what's happening in the business world visit the official PMI blog website [here](#).



Wrike Project Management Guide

Wrike, is a free online training portal that has developed a detailed step-by-step resource to help you prepare and thrive as a future project coordinator or manager. Learn more [here](#).

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 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](#)



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 Contributors Muneera Ali

Muneera is a Business Technology Management student who worked as a Project Coordinator at the Business Career Hub in her 3rd year. She is interested in self-development, gaining meaningful experiences, and wishes to pursue a career in the ever expanding field of Information Technology.



Katie Doan

Katie, a Global Management Studies student, is completing a Co-op work term as the Project Coordinator for Hub Insights. As an active student leader, she supports several initiatives including AIESEC and Fit For Business, where she was a Mentor for 1st Year Students. Her career aspirations include Project Management, Supply Chain, and Logistics Management.