



## **Project & Engagement Coordinator**

Prairie Wild Consulting is seeking a Project and Engagement Coordinator who is motivated by meaningful, community-centred work and who thrives in dynamic, people-focused environments.

This role is well suited to someone who:

- is self-directed, curious, and values continuous improvement,
- enjoys finding better ways of working, brings initiative to their role, and
- takes pride in supporting work that has real impact in communities.

You are someone who can move between structure and flexibility - helping keep things on track while contributing to thoughtful, responsive, and values-driven work.

## **About Prairie Wild Consulting**

Prairie Wild Consulting is a comprehensive community planning, engagement, and research firm based in Saskatoon, Saskatchewan, on Treaty 6 Territory and the traditional lands of the Métis. With more than 30 years of experience rooted on the prairies, we work alongside communities, organizations, and institutions to help them prepare for the future.

We support a wide range of planning and advisory work including community and regional planning, organizational and governance development, strategic planning, truth and reconciliation-focused work, housing and infrastructure planning, cultural and heritage planning, land and infrastructure resilience, and community-based research and analysis.

Prairie Wild is a boutique firm with a strong collaboration network of trusted associates, partners, and interns.

More about Prairie Wild Consulting and our work can be found at [www.prairiewildconsulting.ca](http://www.prairiewildconsulting.ca).

## **The Role**

The Project and Engagement Coordinator will play a central role in supporting project delivery, internal coordination, and engagement processes.

You will work closely with the Senior Manager to help ensure projects move forward smoothly, commitments are tracked and met, and teams are supported to deliver high-quality, community-centred work.

This is a high-trust role with meaningful visibility across projects. It is ideal for someone who is self-motivated, takes ownership of their work, and can think ahead - anticipating needs, following through on details, and contributing to high quality, service-centered work.

The role also supports Prairie Wild's engagement and facilitation work, contributing to the preparation, coordination, and delivery of workshops, meetings, and collaborative planning processes.

We are particularly interested in someone who embraces continuous improvement including using digital tools and AI-assisted technologies to support efficiency, organization, and quality of work.

## Key Responsibilities

- **Project Coordination & Delivery:** Coordinate work across multiple projects, supporting clear timelines, strong communication, and consistent follow-through, while strengthening day-to-day workflows and organization.
- **Engagement & Facilitation Support:** Help prepare and deliver workshops, meetings, and engagement processes including contributing to facilitation and capturing key insights.
- **Supporting Emerging Work:** Contribute to proposals, track opportunities, and support the progression of new work.
- **Quality & Synthesis:** Translate information into clear, well-structured materials including reports, summaries, and engagement outputs.

## What You Bring

You are someone who:

- Is highly organized and detail-oriented, while maintaining awareness of broader goals and priorities
- Is self-motivated, takes initiative, and follows work through to completion
- Communicates clearly, thoughtfully, and professionally
- Exercises sound judgment and can prioritize effectively in a dynamic environment
- Is comfortable working across multiple projects and shifting priorities while maintaining clarity and follow-through
- Can work independently while also collaborating effectively as part of a team
- Values community-centred, relational, and purpose-driven work
- Is open to learning and committed to continuous improvement including adopting tools and approaches that improve how work gets done
- Brings curiosity, adaptability, and a willingness to grow
- Contributes to business development efforts and identifying opportunities

## Qualifications & Experience

- 5+ years of relevant professional experience in project coordination, operations, consulting, policy, planning, community development, or a related field
- Demonstrated experience supporting complex projects with multiple stakeholders, timelines, and deliverables
- Strong writing, editing, and synthesis skills, with the ability to produce clear, well-structured materials
- Experience supporting administrative, coordination, and follow-up functions within a professional or consulting environment
- Strong working knowledge of standard office and collaboration tools (e.g. word processing, spreadsheets, shared documents, virtual meeting platforms)
- Experience with facilitation, engagement, workshops, or collaborative planning processes
- Professional designation is welcome though not required

## Work Arrangement

- Candidates must be located within the Saskatoon area or willing to relocate
- This role may be structured as either part-time or full-time. Please indicate your preferred level of commitment in your application
- Flexible, hybrid work arrangement, with a mix of remote and in-office work
- Availability for in-person and online meetings, workshops, and engagement sessions is required
- Occasional travel is required
- Occasional evening work may be required to support engagement sessions and client needs

## Compensation

Compensation will be commensurate with experience and aligned with an employee position. Prairie Wild anticipates a range of approximately \$30–\$35 per hour (or equivalent annual salary), depending on experience and skillsets.

Additional compensation and benefits include:

- Opportunity for performance-based bonuses
- Flexible work arrangements that support work-life balance
- Eligibility for health benefits after 6 months of employment
- Opportunity to grow within a small, collaborative, and evolving practice

## Additional Requirements

- Valid driver's licence and access to a vehicle

## Apply Today

If this role resonates with you, we'd love to hear from you. Please submit your **resume and cover letter** outlining your interest and relevant experience to the contact below by **Friday, May 8, 2026**.

Please also indicate whether you are applying for a **part-time or full-time position**.

Inquiries regarding this position can be directed to:

Samantha Mark, RPP, MCIP

Senior Manager

[samantha.mark@prairiewildconsulting.ca](mailto:samantha.mark@prairiewildconsulting.ca)