

Frontier is looking for a Project Coordinator to join our team. The projected start date is December 7 and end date is January 31. This is a full-time, contract position.

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About us: Frontier is a design office. We're built to deliver an idea: Purpose-Driven Performance.

We collaborate with organizations using a process called Purpose Design to help define their core purpose and long-term ambition, then build all the communications tools they need to express that internally and externally.

We create media to help ourselves and others discover the leaders of Purpose-Driven Performance who are making the world a better, more inspiring place.

We design high-performance products built on socially and environmentally responsible foundations. By designing, manufacturing, and selling our own products, we understand all the parts of a business in a way that many other design and advertising agencies cannot.

We believe this combination of collaboration, content, and product development helps us create better companies, stories, and products because we understand how businesses work from idea to execution.

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Our ideal candidate:

- Has experience managing small projects and/or supporting on large brand projects
- Will provide support to Design team members by coordinating critical assets and resources
- Will identify and obtain missing information and assets pertaining to creative requests
- Will create work back schedules and ensure tasks and projects complete on time
- Will schedule internal and external meetings, sending calendar invites with agendas
- Will support senior business lead on new business tasks such as estimating and resource planning
- Has excellent written and communication skills, as they will correspond directly with our clients
- Is able to balance many small tasks at once
- Is enthusiastic, well-organized, and a self-motivated individual
- Comfortable using tools such as Keynote, Google Sheets and Docs, Slack, and Airtable
- Has 1-2 years of relevant experience
- Has an interest in art and design and a familiarity with creative projects that require quick thinking and versatile approaches
- Has a college or university degree from an accredited institution; preferably with a business focus. Other degree fields will also be considered.

Our Location: Currently our team is working remotely due to the Covid-19 pandemic, and while flexible, we work to Eastern Standard Time (EST) hours. Our home is Toronto, but we are open to applicants across North America.

Compensation: \$20-\$25/hr (CAD)

Applications close: November 26, 2020

Reporting: This role reports to Hannah Vance, Senior Business Lead.

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Here's how to apply:

Please send your resume and a cover letter to Hannah (hvance@frontier.is) with "Project Coordinator Job Application" in the subject line. Please also indicate where you saw this job posting.

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Hiring Process:

Selected applicants will be asked to join a video/phone interview with Hannah (Senior Business Lead) and Paul (Design Director). During this call, we will get to know each other! We will discuss the role, our company, and your experiences and goals.

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Accommodations and Accessibility: Frontier provides employment accommodation during the recruitment process. Should you require *any* accommodation, please indicate this in your introductory email and we will work to meet your accessibility needs.

Doing Better: At Frontier, we believe strongly in building a working environment where everyone feels included, valued, and heard. We strongly encourage applications from Indigenous peoples, racialized people, people with disabilities, people from gender and sexually diverse communities and/or people with intersectional identities.

Beyond our hiring policies, we commit to using all facets of our work to support the movements for equity and justice for all people. You can read more about our commitments here:

<https://frontier.is/newsletters/doing-better-at-frontier/>