

Project Coordinator (Maternity Leave Contract)

Summary:

Fuse Consulting Ltd. is a fast-paced, flexible company which plays an exciting role in connecting knowledge to practice in the fields of forestry, land restoration, conservation biology and wildfire resilience. We're looking for a Project Coordinator to join us on a full-time, one-year term contract covering a maternity leave, in an environment where your peers support your professional development and you are empowered to make a difference through your work.

We're looking for someone who is a coordination wizard, with strong skills in scheduling, file organization, and task management. You'll also have a respectful, confident personality to clearly communicate timelines and expectations to staff and clients.

As our Project Coordinator you will help execute and deliver our varied projects. The position is primarily responsible for overseeing project schedules, human resources, and the flow of information. To succeed in this role, you should have excellent organization, time management and communication skills, as you'll collaborate with team members (both internal and external) to deliver results while making sure deliverables are completed on time, within scope and on budget.

Part relationship builder and part project coordinator your main role will be in helping steer our larger projects to successful and timely completion. Sometimes this will mean coordinating and hosting meetings. Other times it will be updating task management software and following up on emails. You will also have a role in forecasting and tracking companywide workload and project completion.

Our main requirements are experience successfully coordinating and managing large projects, an appreciation for science communication, a commitment to personal growth, a drive for excellence, and a desire to have influence through your work. This position offers a unique opportunity for a full-time salaried term position with a focus on work-life balance. You'll quickly see how you can make your mark with Fuse – a growing company that's helping lead the way in the field of science communication and strategic facilitation.

Our values:

INFLUENCE - Through creative approaches, innovative problem solving and exceptional delivery, we will positively influence land use management decisions and the wellbeing of people and the planet.

EXCELLENCE - By committing to excellence, we will develop products and create experiences for our clients that exceed their expectations and distinguish us from our competitors.

GROWTH - Through a relentless commitment to personal and professional growth, we will expand our knowledge and talents and strengthen our impact.

CONNECTION - We foster an inclusive environment where individuals feel safe to show up and embrace their unique strengths, as we appreciate the value of diverse lived experiences to drive innovation, deepen relationships and support our community.

Your primary responsibilities will include:

- Coordinate with management in developing project scope, project plans, deliverables, budgets and milestones.
- Coordinate and support client scoping meetings, including scheduling, agendas, notes and follow-up actions.
- Support the sales process by helping prepare quotes and proposals – gathering inputs from the team, formatting documents and tracking submission deadlines.
- Communicate plans, actions, risks, and issues with others and prepare and review project related emails, proposals, memos, meeting minutes and other documents.
- Schedule and track project progress and ensure all deliverables are completed on time.
- Set-up and attend project meetings, capture minutes and action items, and follow-up with outstanding tasks.
- Assess potential issues and technical challenges and develop resolutions accordingly.
- Ensure documentation is maintained throughout the length of the project, including an After-Action Review on completion.
- This individual may also have the opportunity to support other special projects at Fuse, such as advancing our reconciliation action plan, social media platforms, and other internal initiatives.
- Coordinate a team of writers, illustrators and facilitators to successfully craft products for clients and deliver compelling, creative facilitation events.

Qualifications:

- Evidence of a strong commitment to personal growth, excellence in your work, and influence through thoughtful contributions to science-based discussions.
- An undergraduate degree. Candidates with 2–4 years of experience are preferred.
- Proven work experience as a Project Coordinator or similar role.
- Experience in project delivery, from conception to completion.
- Solid organizational skills, including multitasking and time-management.
- Ability to follow-through and get things done.
- Hands-on experience with project management tools (e.g. Asana).
- A background in science is considered a very strong asset but is not mandatory.
- Excellent written and verbal communication skills.

- Strong customer service skills, confidence on the phone and managing client conflict.
- Experience working as a team player with the ability to work independently.
- An internal drive for both individual and team achievement.
- Ability to adjust to changing demands and timelines and thrive under pressure.
- Strong attention to detail and an appreciation for organization, systems and processes.

Position details:

This is a full-time term contract covering a maternity leave, running from October 1st, 2026 to November 20th, 2027. Wherever possible we build in an onboarding overlap with the outgoing coordinator, and you will be supported by our project team throughout the term. If you are looking for a chance to work in a dynamic company, focused on contributing to solving some of Canada's most complex conservation and land management challenges, you will find fulfillment in this role. Salary will be commensurate with experience, and includes a comprehensive health benefits plan, paid vacation, and a fun, people-centered work culture that is committed to your personal and professional development. This is a remote position open to candidates based in Canada, with a preference for candidates based in or near Edmonton, AB.

The salary range is **\$52,000 to \$65,000 for a 37.5-hour work week**. This posting closes as soon as a suitable candidate is found.

About the Company:

Fuse Consulting is a dynamic, growing firm that specializes in science communication and process facilitation in the fields of forestry, land restoration, wildfire resilience and conservation biology. Through all our projects, we are focused on finding new, creative ways to connect knowledge to practice for our clients. We have been operating for over twelve years and have worked with some of the most progressive organizations in Canada. Our people are the core of our business, and we invest fully in the development of our staff to enable them to maximize their impact in their careers.

- We are one of the pioneers in the use of infographics in science communication in Canada.
- We are leaders in creative science communication and process facilitation.
- We are always experimenting with new techniques to make an impact through our work.
- Our team culture is centered around enabling everyone to achieve their very best.
- Our clients recognize us for our high-quality work and our ability to connect science to real world challenges – helping advance discussions around sustainability.

How to apply:

If this sounds like the job for you, please submit a cover letter and resume to Hello@fuseconsulting.ca. In your cover letter please identify the following:

- Why are you interested in a job with Fuse and in the field of sustainability?
- How your project coordination experience makes you qualified for this role.
- What you wish to achieve through this position and your future career.

We encourage applications from people who identify as women, Indigenous peoples, visible/racialized minorities, persons with disabilities, as well as LGBTQ2S+. Applicants may request accommodations at any stage of the recruitment process, and we will work with you to meet your needs.

Diversity, Equity and Inclusion Statement:

Fuse Consulting is committed to creating an environment where our team can do their best work and actively contribute to advancing diversity, equity, and inclusion in the workplace. We recognize that to achieve this, we must listen, learn, challenge, adapt, and grow together as a team. We strive to continuously refine our culture and policies in a way that removes barriers, increases accessibility and strengthens equity, while also building long-term, trusting relationships and a safe space for our team to belong and grow.

Connection is a foundational value at Fuse. We respect Indigenous knowledge systems and continue to share bright spots and learn from the diverse communities we work with. When we learn (and unlearn) we pause, pivot and implement changes to our processes so we are moving forward in a good way. Through a lens of responsibility and reciprocity, we acknowledge and aim to advance the recommendations of the Truth and Reconciliation Commission.

It is with respect and gratitude that the team at Fuse Consulting Ltd. acknowledge that we live and work on Treaty 6 territory, the ancestral and traditional territory of the Nehiyawak (Cree), Denesuliné, Blackfoot, Saulteaux (Anishinaabe), Kanien'kehá: ka (Mohawk), and Nakota Sioux. It is also the homeland of the Métis Nation - Region 4; and the largest population of Inuit south of the 60th parallel. It is the home and traditional lands of many First Nations, Métis and Inuit Peoples not recognized by Treaty.

As settlers to this land, we are dedicated to learning from First Nations, Métis and Inuit and to learn how to embed reconciliation and meaningful action within our work while strengthening relationships with the peoples who have lived on and protected this land since time immemorial. We commit to living in harmony with the traditional peoples of these lands, learning from them, respecting their knowledge, lifting them up and growing towards a just and sustainable future.