

Project Coordinator Assistant

Are you passionate about education? Be part of a team that utilizes technology to transform the way students learn a new language or discover their passion for STEAM. There is no better place to make an impact – join U+ today!

About U+ Education:

U+ Education is a global, innovation-driven educational technology company dedicated to the long-term success of our students. We connect highly qualified Canadian teachers with students worldwide for interactive immersion learning in English, French, Spanish, Mandarin, Cantonese, Korean, and Japanese. Beyond language programs, U+ Education has expanded its offerings to include STEAM programs, which encompasses coding and various camp programs to cater to a broad spectrum of students. With this expansion, we are eager to collaborate with talents from various disciplines to foster growth and development within the U+ community.

About this opportunity:

As a Project Coordinator Assistant, you will be assisting Project Coordinators in coordinating resources to contribute to U+ community initiatives and build a “green” and “healthy” U+ community. You will be managing multiple stakeholders including external partners, customers, teachers, and others.

Key responsibilities are as follows:

- Creating solutions to implement U+ community strategies and promote U+ branding.
- Conducting research into different schools, libraries, and community centers to recruit students and program participants to expand our community.

- Planning U+ community events.
- Working in various sectors of the company! Majority of time will be spent on community development projects, however candidates are expected to take on tasks related to other fields (such as business development, marketing, and curriculum planning) to gain a variety of experiences.

A great candidate for this position will possess the following:

- Ability to use multi-media and digital techniques and content to support project information and collateral including brochures, fact sheets, flyers, handouts, and presentations.
- Proficiency in Canva and social media tools.
- Excellent oral and written communication skills.
- (Prior experience in organizing events is an asset.)

This is a flexible position where you have the option of working in our Markham office (4-205 Torbay Road, Markham, ON), in a hybrid mode, or entirely remotely.