



The position: Project Coordinator
Type: Full-time, salary and benefits!
Starting: Immediately

We're looking for a project coordinator with excellent technical writing skills and experience in the software development industry.

You need to understand the software development process from requirement gathering to roll out. Your documentation and writing skills must be top notch. And, finally, you must be a great communicator – one who is able to keep both our software development team and client stakeholders in the loop on a project at all times. You're analytical, diplomatic and able to detect when issues are brewing on the horizon, and address them head on.

We imagine you have **1-3 years of experience** in software or digital project management or administration, with **a demonstrated history of successfully delivering completed projects**. On the education side, we're pretty flexible. **A degree or diploma** in journalism, business, technical writing, IT, or something similar will do. We're really more interested in the projects you've led and finished.

This position requires someone who:

- has the aforementioned experience and training,
- works well in a small team and is comfortable presenting to clients,
- excels at document authoring,
- is strong and assertive in both written and verbal communication,
- is self-motivated, trustworthy and independent, and
- possesses strong communication skills, excellent problem-solving skills and **very high attention to detail**.

Bonus points for:

- PMP certification,
- knowledge of Agile methodology and rapid prototyping,
- wireframe and UI design experience, and
- publishing and layout (Adobe InDesign) skills.

Final note: Do not even consider replying to this posting without a cover letter.

Nice to meet you. We're Urban Lighthouse.

Urban Lighthouse is a Calgary-based application and web development company. We specialize in creating .NET web applications, such as asset management systems, CMSs and real-time auctioning sites. Our office is located in the Atlantic Avenue Art Block in historic Inglewood.

► **Think you'd like to work here? Send your resume/questions to info@urbanlighthouse.com.**

While all applications are reviewed, only chosen applicants will be contacted. Shortlisted candidates will likely have to take a test to prove their skills.