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JOB POSTING

Project Coordinator

Competition No. #2026-14

Starting Hourly Rate: $46.10 (after completion of 6-month probation: $48.53)

Classification band 6

Victoria International Airport (YYJ) is Vancouver Island's gateway to the world, connecting more than 1.9 million passengers annually to key domestic and seasonal international destinations. Operated by the Victoria Airport Authority (VAA), a not-for-profit, non-share capital organization, YYJ plays a vital role in regional connectivity and economic growth. VAA operates from the homeland of the W̱SÁNEĆ people whose historical relationship to the land continues to this day.

YYJ has been recognized as one of BC's Top Employers annually since 2020. It has also received the Airports Council International award for Best Regional Airport in North America in 2012, 2014, 2020 and 2024. Since April 1, 1997, the Victoria Airport Authority has managed and operated YYJ on behalf of the surrounding communities, delivering a safe, secure, sustainable, and efficient airport experience.

Career Opportunity:

Do you have experience bringing civil engineering and infrastructure projects to life?

Do you have the technical know-how to navigate complex construction projects and the communication skills to bring people together, even when priorities and perspectives don't align? Victoria Airport Authority (VAA) is looking for a motivated, solutions-focused Project Coordinator to help shape the future of Victoria International Airport.

In this dynamic role, you'll put your civil engineering knowledge and project coordination skills to work supporting the planning, design, and delivery of a diverse range of airport capital infrastructure projects. From runways and taxiways to roads, buildings, and underground utilities, you'll work alongside experienced Project Managers to coordinate design and construction activities, oversee work in the field, monitor budgets and schedules, and ensure projects meet technical, regulatory, and safety standards.

Your ability to work with people will be just as important as your technical expertise. You'll collaborate with internal teams, consultants, contractors, and regulatory stakeholders, often navigating competing interests, challenging conversations, and complex project demands. You'll need strong interpersonal skills, diplomacy, and the confidence to address difficult issues, manage expectations, and find practical solutions that keep projects moving forward.

If you bring a solid foundation in civil engineering, a hands-on approach to problem-solving, and the ability to build productive relationships even in challenging situations, this is your opportunity to make a tangible impact on critical airport infrastructure while growing your project management career!

Requirements:

The ideal candidate will have:

Education

- A post-secondary degree or an engineering technology diploma in a relevant field such as engineering, architecture, construction management, or building technology is necessary.

Professional Registration

- Membership or eligibility for registration as an Engineer-in-Training (EIT) or Professional Engineer with EGBC, or as a Technologist with ASTTBC (or equivalent), is required.

Certifications

- PMP certification (attained or in progress) is considered an asset.

Work Experience

- A minimum of 2+ years of experience coordinating or managing projects.
- Experience in design, inspection, and construction.
- Proficiency in standard business applications (e.g., MS Word, Excel, Outlook) and project management software such as MS Project.
- Strong working knowledge of construction cost estimating methods.
- Experience working with diverse stakeholders.
- Strong conflict management and problem-resolution skills.
- Understanding of contract law and safety issue management.

Knowledge of:

- Strong understanding of project management methodologies and engineering principles.
- Familiarity with security, safety, risk management, and regulatory requirements for airport capital asset planning.
- Expertise in financial management, procurement, and contract management.
- Ability to communicate complex technical concepts effectively.
- Exceptional oral and written English communication and presentation skills, with attention to detail.
- Strong time management and organizational skills, capable of handling multiple priorities and consistently delivering results within timelines.
- Exceptional organizational skills, with the ability to manage multiple priorities.
- Excellent interpersonal skills to build positive relationships with employees, stakeholders, consultants, and contractors.
- Sound judgment, adaptability, and a proactive approach to evolving tasks.

Work Environment and Physical Requirements

- Ability to meet physical demands such as walking, climbing ladders, and working in construction zones under varying weather conditions.
- Tolerance for noisy environments and occasional exposure to aircraft fumes.
- Flexibility to work outside regular hours, including evenings, nights or weekends, as operational needs require. This may occur for extended periods of time to support construction projects in the field.
- Demonstrated commitment to workplace health and safety practices.

Other Requirements

- Must be eligible to work in Canada.
- Must hold a valid Class 5 British Columbia driver's licence.
- Within six (6) months of hire the successful candidate must:
    - Obtain and maintain the appropriate level of Airport Security Clearance (RAIC) as a condition of employment**
    - Airside Vehicle Operator Permit (AVOP).
    - Radio Operator's Certificate – Aeronautical.

VAA is part of the federally regulated air transportation sector and employees must abide by any potential future federally mandated health measures (e.g. COVID-19 vaccination/booster shots).

Please refer to the full list of Requirements and Duties as found in the job description on VAA's website.

VAA Values

VAA has an incredibly bright future ahead and its success depends entirely on our team of very talented, dedicated staff. We want to ensure VAA is an environment where our people thrive and is an organization where people are proud to work, where our culture is admired and where career aspirations are fulfilled. At VAA we're proud to be living our Values:

People	We work as a team, supporting and respecting one another to bring out the best in each of us.
Excellence	We lead in safety, quality, and innovation to create exceptional experiences.
Integrity	We ensure that honesty, equity, and accountability are the cornerstones of everything we do.
Community	We foster meaningful relationships through service excellence and responsible stewardship.

Applications:

Take your career to new heights – submit your application today!

Interested applicants may submit their Cover Letter and Resume quoting Competition **#2026-14** by emailing Agilus Work Solutions by **4:00 pm, Monday, Nov. 30, 2026** at rarsenault@agilus.ca.

An eligibility list to fill future vacancies may be created.

VAA is located on the homelands of the W̱SÁNEĆ People and as a result, qualified self-identified Indigenous applicants are encouraged to apply and may be given preference during the recruiting and selection process.

VAA values inclusion and accessibility and is committed to providing reasonable accommodation for applicants and employees with disabilities. If reasonable accommodation is needed to take part in the job application or interview process, please contact humanresources@yyj.ca .

Please ensure your application clearly identifies how you meet the education, experience, and knowledge requirements stated in the job description. Applicants must be legally entitled to work in Canada.

We sincerely appreciate the interest of all applicants; however, only those selected for further consideration will be *contacted.*

*** The Restricted Area Identification Card (RAIC) is a security pass issued by local airport authorities to all non-passengers working in the restricted areas of airports.*