



Job Title: Project Coordinator - Urban Canopy Development

Competition Number: INF-139-25	Department: Infrastructure & Operations
Posting Category: Open	Division: Parks and Open Spaces
Job Type: Temporary Full-Time	Affiliation: Non-Union
Site:	Location: CA-ON-Thunder Bay
Min: CAD \$89,958.96/Yr.	Max: CAD \$105,834.07/Yr.
Pay Band: 9 (Interim)	Number of Positions: 2
Effective Date: October 29, 2025	Supersedes Date: New
Posted Date: November 19, 2025	Post End Date: December 18, 2025

Our Parks & Open Division has a rewarding opportunity for a temporary full-time [Project Coordinator – Urban Canopy Development](#) and we are looking for a dynamic professional to join our team!

Why join the Parks & Open Spaces team at the City of Thunder Bay?

The Parks & Open Spaces Division plans, designs, develops, operates, and maintains over 1,600 acres of our park facilities.

You'll be joining a supportive, professional environment where your contributions are valued, and your career can grow. If you're looking for meaningful work with purpose and pride, Parks & Open Spaces team is where your next chapter begins.

The Opportunity

As the Project Coordinator – Urban Canopy Development, you will be responsible for the planning, coordination and administration of various landscape architecture projects for the canopy development of green infrastructure projects.

For more accountabilities, review the [job description](#).

The Ideal Candidate

The ideal candidate will have the following:

- A diploma in Landscape Architecture, Horticulture, or Environmental Engineering or Forestry or related discipline; and
- Five years' of related practical experience within the landscape architecture or horticulture or forestry sector managing the entire cycle of production, implementation, planting, establishment, monitoring, and maintenance of productive, healthy canopy development in varying ecosystems.

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- Construction related contract administration experience with demonstrated knowledge of current softscape & plant related construction and documentation methods that follow the Canadian Landscape Standard - Guide for Landscape Construction (CSLA & CNLA), and related legislation through the OALA or Landscape Ontario.
- Training, knowledge and practical experience working with native or near native tree and plant varieties and their specific needs to establish and grow under varying local environmental and site-specific conditions.
- Recent experience preparing technical drawings and planting plans, reading and reviewing technical documents, project scheduling, site review & inspection, and coordinating the work of owners, design consultants, or contractors.
- Excellent project/time management, analytical/critical thinking, problem solving, and decision-making skills

Our Great Tangible Benefits

When you join us, you will be in receipt of the following amazing benefits:

- Competitive salary and fantastic matching pension plan (optional)
- Great paid vacation and holidays
- Amazing team environment, built on respect & inclusivity
- Strong health benefits coverage – employer paid health, vision, & dental benefits
- Excellent life insurance & accidental death & dismemberment insurance (2 times your annual salary)
- Supportive employee family assistance program (EFAP)
- Inclusive employee wellness program
- Outstanding corporate training & leadership development & supportive career progression opportunities
- Wonderful teamwork environment – have other professional & experienced staff to work with regularly
- Opportunity to provide meaningful work

Why the Corporation of the City of Thunder Bay?

The Corporation runs on people like you; that's why they're creating a workplace where everyone belongs. Driven by a commitment to excellence, they make a real impact in the community every day. With this employer, stability meets purpose, and diversity is valued. In their supportive and collaborative environment, your growth and well-being will be at the heart of everything they do.

Why Thunder Bay?

Thunder Bay is a vibrant community and is the region's commercial, administrative, and medical hub. From trees to transportation to the new frontier for research, health and life sciences, the community stands for hard work and innovation. The City by the Bay is home to 38 elementary schools, three middle schools, eight secondary schools, two private schools, an adult education facility, a post-secondary college and a university institution that provides a medical school and a law school.

Learn more at: GoToThunderBay.ca

If you truly enjoy the advantages of work life balance that a smaller city provides in a large organizational setting, then come join us!

General Information:

As an equal opportunity employer, the City of Thunder Bay encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, women and members of the 2SLGBTQ+ community.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources & Division should you be the successful applicant. If a Criminal Record Check is required, it will be requested by Human Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

PRIVACY: Personal information on this form is collected under the authority of the Municipal Act, c. 302, as amended, and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Human Resources & Corporate Safety Division, 125 Syndicate Ave Suite 42, Thunder Bay, Ontario, P7E 6H8, Telephone: 625-3866

The City of Thunder Bay is a place where art, culture and nature come together!