

Job Posting: Digital Project Coordinator (Part-Time, Remote)

About the Role

We're a small, collaborative digital agency focused on WordPress website design, builds, and ongoing client support. We're looking for a highly organized and proactive Digital Project Coordinator to help manage client projects, support day-to-day operations, and ensure work is delivered to a high standard.

This is a remote, part-time (10-15 hours per week) role, ideal for someone on Vancouver Island with agency or project experience who is comfortable balancing client communication, project coordination, quality assurance (if you're comfortable, of course), and administrative support.

Pay rate: \$25-30/hour based on experience

What You'll Do

- Serve as the primary client point of contact for project updates, requests, and ongoing support needs
- Lead regular video calls with clients and communicate clearly and confidently
- Prepare proposals, Statements of Work (SOWs), Master Services Agreements, and client onboarding documentation
- Coordinate WordPress website projects from kickoff through launch
- Manage tasks, timelines, and team assignments using Asana
- Follow up with team members to ensure revisions and outstanding items are completed
- Prepare and send project invoices, maintenance invoices, and recurring support billing
- Support written communications, including client emails, documentation, website copy updates, and internal process materials
- Provide operational and coordination support to agency leadership as needed
- Conduct website QA and content review to ensure quality, consistency, usability, and accuracy (potentially)
- Review work for alignment with basic UX and web design best practices (potentially)

What We're Looking For

Who You Are

You're a Vancouver islander looking for part-time work on a remote-based team. You're someone who thrives in a fast-moving environment, communicates clearly, and takes ownership

of keeping projects and people on track. You're diplomatic but confident when following up on revisions, ensuring accountability, and maintaining high standards of quality and client service.

We're looking for the right combination of experience and fit for our team. You don't need to check every box—but most of them should feel familiar.

Must-Haves

- Strong written and verbal communication skills
- Comfortable leading client conversations over Google Meet/Zoom
- Highly organized and able to manage multiple deadlines
- Calm, professional, and solutions-oriented under pressure
- Experience in assigning and managing tasks and overseeing project lifecycles
- Comfortable working independently in a remote environment

Nice-to-Haves

- Experience in a digital agency, web design, or website project coordination
- Understanding of WordPress website workflows
- Familiarity with web design and basic UX best practices
- Excellent attention to detail and ability to identify quality issues before client delivery
- Experience with Asana, Clockify, and Google Workspace
- Previous experience coordinating designers or web production teams
- Experience drafting client agreements, including Statements of Work, Master Services Agreements, and Change Requests.

Extra Bonus Points

If you really go above and beyond, you might also have:

- Project management certification or formal PM training
- Experience conducting QA on websites or apps
- Graphic or web design training or experience

How to Apply

Please send by email to careers@wmwl.ca:

- Your resume or LinkedIn profile
- A short note about why this role interests you
- A brief description of a project you worked on, what your role was and how you contributed to the team