

Job Posting:174304 - Position: W26 Intern, Project Coordinator 174304

Co-op Work Term Posted: 2026 - Winter
App Deadline 10/19/2025 11:59 PM
Application Method: Through Employer Website
Posting Goes Live: 10/09/2025 04:43 PM
Job Posting Status: Approved

ORGANIZATION INFORMATION

Organization Seaspan ULC
Address Line 1 #210 - 889 Harbourside Drive
City North Vancouver
Postal Code / Zip Code V7P 3S1
Province / State British Columbia
Country Canada

JOB POSTING INFORMATION

Placement Term 2026 - Winter
** Job Title ** W26 Intern, Project Coordinator 174304
Position Type Co-op Position
Job Location North Vancouver, BC
Country Canada
Duration 4 or 8 months
Work Mode In-Person
Salary Currency CAD
Salary 26.0 per hour for 40 Major List

Job Description

Job Title: Intern, Project Coordinator (4 or 8 Months)

Job ID: 7973

Application Deadline: Sunday, October 19th, 2025, at 11:59pm PST

Job Description

With over 130 years of experience navigating in some of the world's most complex and difficult waters, Seaspan Marine is the largest and most diverse tug & barge company on Canada's West Coast, providing more than 2,500 ship assist & escort services annually, while our fleet of over 100 specialty and general-purpose barges provide critical transportation for many of BC's largest industries and major marine construction projects.

The Intern, Project Coordinator will work within the IT Project Resource Centre (PRC) to provide foundational support for the Planning and Portfolio Sr. Manager and Project Managers. This role is crucial for ensuring data integrity, process standardization, and the smooth execution of projects. Key tasks include managing documentation, tracking deliverables, assisting with the adoption of Agile/Scrum/waterfall methodologies, and administering the department's project management tools. The internship is designed to build a robust support structure while offering the intern practical, hands-on experience in a professional IT environment.

Note: Due to business needs, this position is required to be fully on-site based at 10 Pemberton Avenue, North Vancouver.

What you'll do

- Project Coordination and Administrative Support.

- Ensure all project documentation (charters, status reports, change requests) is current, complete, and filed correctly.
- Coordinate and schedule project meetings (status reviews, stand-ups); prepare agendas and distribute meeting minutes promptly.
- Support tracking of deliverables, timelines, and budgets, assisting in compiling weekly and monthly project status reports.
- Maintain and update the centralized risk and issue logs, ensuring proper ownership and follow-up actions are documented.
- Assist in creating, refining, and maintaining standardized project templates, forms, and guides.
- Support the collection, documentation, and organization of 'lessons learned' feedback to improve future processes.
- Provide basic operational support to team members regarding the use of any project management and associated project tools.
- Assist in configuring and generating standard project dashboards and reports from the PRC for stakeholders.

Why you'll love working here

- A supportive learning environment, great team culture and hands-on experience and training.
- Opportunity to grow your career and connect with like-minded students.
- Parking is included and to assist those that are using transit, we operate a complimentary shuttle bus Monday through Friday with various pick up and drop off points around North Vancouver.

We require a full-time commitment Monday-Friday, 40 hours per week with an hourly rate of \$26.00/hour.

Start Date of Internship: Monday, January 12th, 2026.

End Date of Internship: Friday, May 1st, 2026 (4-Months) or Friday, August 28th, 2026 (8-Months).

Please note: if we receive a large volume of applications, we may close this posting ahead of the closing date, therefore, we recommend applying early. Only those applicants under consideration will be contacted.

To learn more about our InternSHIP Program, visit our website: www.seaspan.com/internships-at-seaspan/

#LI-ONSITE

About Us

With more than 130 years of experience navigating in some of the world's most complex and difficult waters, Seaspan Marine is the largest and most diverse tug & barge company on Canada's West Coast.

Seaspan is committed to Employment Equity, supports diversity in the workplace, and encourages applications from all qualified individuals including, women, members of visible minorities, Indigenous persons, and persons with disabilities. If you require any accommodations at any stage of the recruitment process, please reach out to our Talent Acquisition team at recruit@seaspan.com for confidential support. We are committed to providing an inclusive and accessible environment.

Job Requirements

What you'll bring

- Currently enrolled in an undergraduate degree program in Computer Science, Information Technology, Business Administration, Project Management, or a related field.
- Demonstrated strong organizational skills and exceptional attention to detail.
- Excellent written and verbal communication skills.
- Proven proficiency with the Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- Academic or practical familiarity with foundational Project Management concepts (e.g., scope, timeline, risk).
- Prior exposure to or knowledge of Project Management tools, such as SmartSheet, Jira, Asana, Trello, or Microsoft Project.
- Basic understanding of popular project methodologies, including Agile/Scrum or Waterfall.
- Experience in a fast-paced team environment, whether through coursework, clubs, or previous internships.
- As a natural and self-driven team player, fosters a friendly, team-oriented workplace where employees work safely and productively together
- A strong communicator with strength in collaboration and relationship building, maintains a healthy, open and trusting workplace, with integrity and accountability.
- With a passion for service excellence and business enablement, proven ability to deliver on work products that provide measurable business benefit.
- Willingness to take ownership, ask clarifying questions and seek out tasks to support the team.

Citizenship Requirement

N/A

APPLICATION INFORMATION

Application Procedure Through Employer Website

Cover Letter Required? Optional

Special Application Instructions

Application Link:

https://hckz.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/7973/?utm_medium=jobshare&utm_source=External+Job+Share

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Please submit your Resume, Cover Letter and Academic Transcript as one PDF document.

Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website. Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as submissions are received. Students should submit their applications as soon as they are ready.