

Job Posting:175539 - Position: W26 Technical Coordinator / Technical Writer (Winter) 175539B

Co-op Work Term Posted:	2026 - Winter
App Deadline	11/20/2025 09:00 AM
Application Method:	Through UBC Science Co-op
Posting Goes Live:	11/19/2025 01:38 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	Stratesol Consulting Inc.
Address Line 1	425 E 11th Ave
Address Line 2	316
City	Vancouver
Postal Code / Zip Code	V5T4K8
Province / State	BC
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Winter
 Job Title 	W26 Technical Coordinator / Technical Writer (Winter) 175539B
Position Type	Co-op Position
Job Location	Vancouver, BC
Country	Canada
Duration	4 or 8 months
Salary Currency	CAD
Salary	3969.0 per month for 0 Major List

Job Description

The successful candidate will meet with engineers and other technical experts from a variety of our clients who are preparing funding applications for innovative technology projects. After discussing project details, the candidate will prepare a brief technical report explaining the nature of the project for review by a direct supervisor. The candidate will also help support day-to-day activities, collect technical information from clients, and collaborate with our small team.

The chosen candidate will be expected to:

- Attend meetings (along with Stratesol Technical Manager(s)) with various engineering and technology professionals to learn more about their project work
- Prepare and revise technical reports to summarize discussions for funding proposals
- Self-inform on new and existing innovation funding program requirements (SR&ED, Govt Grants, etc.)
- Support day-to-day activities

Job Requirements

The ideal candidate:

- Has or is currently seeking a degree in engineering, science, technology, or a related field
- Has strong writing and communication skills and is comfortable contributing to and leading meetings
- Is experienced/proficient using various data, client, and project management tools (Excel, Monday, G-Suite)
- Is comfortable being in a social role and enjoys working with new people

- Is flexible with both remote work, in-person meetings, and client office/site visits
- Is legally authorized to work in Canada

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure Through UBC Science Co-op

Cover Letter Required? Yes

Address Cover Letter to Sean Parandeh