

Internship Overview

- Position: **Project Manager, Intern**
- Location: **Richmond, Hybrid**
- Duration: **6 months**
- Hours: **20-30 hours/per week**
- Compensation: **TBD**

Position Overview

Strategic Lift is seeking a motivated and detail-oriented Project Management Intern to join our team.

This internship offers an excellent opportunity to gain hands-on experience in project management within a fast-paced, professional setting. The intern will support our project managers in planning, executing, and closing projects while ensuring they meet strategic objectives and deliverables.



Key Responsibilities:

- Assist in developing project plans, including timelines, milestones, and deliverables.
- Coordinate with various stakeholders to gather project requirements and ensure alignment with project goals.
- Monitor project progress and update project documentation and status reports.
- Participate in project meetings, taking minutes and following up on action items.
- Help identify and mitigate project risks and issues.
- Support the preparation of presentations and reports for internal and client meetings.
- Conduct research and analysis to support project planning and decision-making.
- Contribute to the continuous improvement of project management processes and tools.



Qualifications:

- Currently pursuing a degree in Project Management, Business Administration, or a related field.
- Strong organizational and time-management skills.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Familiarity with project management software (e.g., Microsoft Project, Asana, Trello) is a plus.
- Ability to work independently and collaboratively in a team environment.
- Detail-oriented with strong analytical and problem-solving abilities.
- Enthusiasm for learning and a proactive approach to tasks.



What We Offer:

- Hands-on experience with real-world projects.
- Mentorship from experienced project management professionals.
- Networking opportunities within the industry.
- A collaborative and supportive work environment.
- Potential for full-time employment upon successful completion of the internship.
- Internship allowance.

How to Apply

Please submit your resume, a cover letter detailing your interest in the internship, and any relevant work samples or a portfolio to info@strategiclift.ca. Please include "Project Management Intern Application - Your Name" in the subject line. **Application Deadline:** TBD

We are proud to be a woman-founded and managed business driven by passion, purpose, and innovation.

A fractional services company, our journey began with a vision to create something meaningful and accessible to other businesses. As a women-led team, we bring a unique perspective, creativity, and dedication to everything we do. We believe in the immense power of women to drive positive change, inspire innovation, and achieve remarkable success in business.

Join us at Strategic Lift and take the first step towards a rewarding career in project management!

About
Strategic Lift