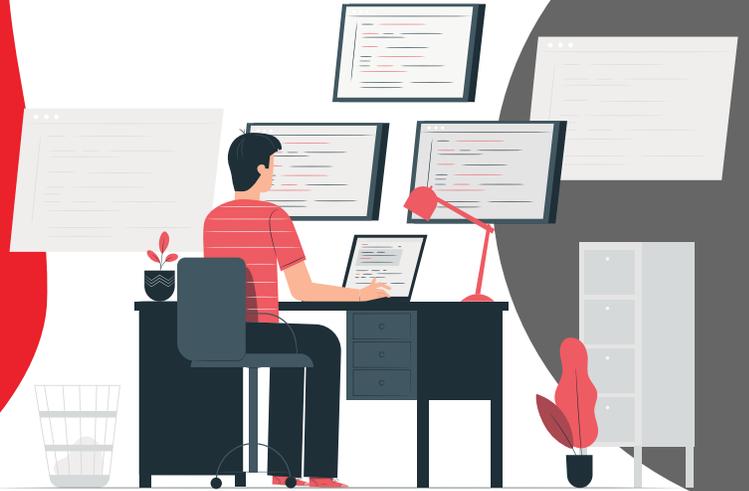




# Join our team!

## PMO & Portfolio Support Co-op



CENGN is Canada's Centre of Excellence in Next Generation Networks. Our mission is to drive innovation and adoption of advanced networking technologies in Canada through our Living Labs and advanced networking infrastructure, technical expertise, talent development, and partner ecosystem, enabling the digital transformation and competitiveness of Canadian industry and the commercial growth of Canadian digital technology solutions.

With the digital transformation opportunity valued at over \$200 billion in Canada, it is clear the new competitive landscape is being driven by digital innovation and the ability to integrate this technology across industries. Join our team, as we work with our ecosystem of technology, innovation, government, and academic partners to build Living Lab testing infrastructure and deliver services that accelerate the testing, validation, demonstration, commercialization and adoption of digital innovation across Canada.

**For more information, check out: <https://www.cengn.ca>**

### The CENGN Advantage



#### Career Development

An agile company in a modern setting where your ideas and opportunities for growth are nurtured and encouraged



#### Canadian Innovation Support

Be part of an organization that drives innovation by providing Canadian start-ups and scaleups as well as tech students and professionals the ability to succeed



#### Work Where You Work Best

Remote or hybrid options to suit your individual professional and personal needs



#### Great People

The advantage of working with colleagues passionate about their contributions and united under the same mission

## The Opportunity

Our Project Management Office (PMO) supports disciplined execution, portfolio visibility, and governance across active and future initiatives. The PMO & Portfolio Support Coop will assist in maintaining project portfolio visibility, preparing governance materials, and supporting reporting related to project status and lab utilization. This role is ideal for a student interested in project management, operations, analytics, and business process improvement. The student will work closely with the PMO team and gain exposure to cross-functional collaboration across Business Development, Lab Operations, and Delivery teams.

**Position:** PMO & Portfolio Support Co-op

**Hourly Wage:** \$23/hr

**Location:** Ottawa

**Use of AI in Hiring:** No, we do not use AI in screening/selection.

**Vacancy Status:** 8-12 month coop position



### Key Responsibilities:

#### Portfolio & Reporting Support

- Maintain and update project tracking tools and dashboards.
- Support development of quarterly and monthly portfolio capacity views.
- Assist in tracking active projects versus backlog sequencing.
- Ensure data accuracy and consistency across reporting materials.

#### Governance & Meeting Preparation

- Prepare materials for governance forums (e.g., Steering, Business Review Management, Portfolio Review Board).
- Compile project status summaries and executive reporting views.
- Support documentation of decisions and action tracking.

#### Data & Visualization

- Develop and refine Excel-based dashboards and visual summaries.
- Translate project data into clear, professional presentation materials.
- Assist in analyzing trends related to project throughput and workload distribution.

#### Process & Documentation Support

- Help maintain PMO templates, tools, and documentation libraries.
- Support structured documentation of intake and review processes.



### Key Competencies/Qualifications:

- Currently enrolled in Business, Engineering, Operations, Analytics, Project Management, or related program.
- Strong Microsoft 365 skills, with special consideration of Excel (formulas, structured tables, charting).
- Analytical mindset with strong attention to detail.
- Clear written and verbal communication skills.
- Organized, proactive, and comfortable working with structured data.



### What You Will Gain

*These are nice to have, not must haves. If you don't have them all, that's completely okay.*

- Hands-on exposure to portfolio management and governance practices.
- Experience building operational dashboards and capacity models.
- Insight into how strategy, delivery, and intake processes align.
- Cross-functional collaboration experience in a professional setting.
- Practical skills directly transferable to project management and operations roles.

#### Nice to have:

- Familiarity with project management concepts.
- Exposure to dashboards or reporting tools.

Interested and qualified candidates are invited to apply here or forward their resume in confidence to CENGN by email to [hr@cengn.ca](mailto:hr@cengn.ca). Please use **PMO & Portfolio Support – COOP** as the subject line.

### Follow us!



**CENGN reserves the right to remove this posting prior to the application deadline. CENGN thanks all applicants for their interest; however, only those selected for an interview will be acknowledged. CENGN is an equal opportunity employer.**