



**YWCA**  
C A N A D A

NATIONAL ADVOCACY.  
COMMUNITY ACTION.  
UNE VOIX NATIONALE.  
DES ACTIONS LOCALES.

104 Edward Street, 1st Floor | 104 rue Edward, 1er étage

Toronto, ON M5G 0A7

(416) 962-8881

ywacacanada.ca

Charity Registration Number | Notre numéro d'enregistrement  
à titre d'organisme de bienfaisance : 88878 9393 RR0001

**Job Posting: Project Manager** (1 Year Contract)

**Open: October 25, 2023**

**Closing: November 10, 2023**

**Position type:** Full Time Contract (One Year Maternity Leave)

**Salary:** Hiring range \$65,000 - \$75,000 annually commensurate with experience and skills

**Location:** Greater Toronto Area/Remote

**Reports to:** Director, Member Services and Development

**Are you passionate about using your Project Management skills to help advance gender equity? Do you feel fulfilled when leading and coordinating others in the completion of compelling initiatives? Are you organized and equipped with the artifacts, tools and resources to document and track project work as we all drive towards completion?**

**This role is involved in managing and coordinating large gender equity funder-driven programs and initiatives and is also overseeing the implementation of systems and processes within YWCA Canada's National Office and in support of Member Associations.**

**Apply Today! We look forward to learning more about you and what skillsets and experience you could bring to this position with the YWCA Canada.**

### **POSITION SUMMARY**

Reporting to the Director Member Services and Development the successful incumbent collaborates with internal and external colleagues, stakeholders, funders, and partners to ensure projects are delivered on time, within budget, and according to specifications. The Project Manager will work directly on funded project and internal initiatives through application processes, kick offs and initiations, planning phases, implementation and execution, reporting and project closures. This role will coordinate work, delegate tasks and follow upon deliverables with team members including coordinators, researchers, officers, managers, and Directors.

### **Duties and Responsibilities**

- Manages key projects, process improvement and systems integration from planning to implementation, including monitoring of priorities, schedules and the budget;
- Establishes and maintains relationships with project partners;
- Performs risk management analysis and briefs the director and management team as required;

- Provides guidance to the project sponsor as it relates to implementation and viability of projects, metrics, and business case (benefits, KPI's, costs) for the initiative throughout the project lifecycle;
- Communicates clear direction, plans, deliverables, resources, and timelines to ensure delivery teams understand project plans and requirements, provides any resources to team to ensure they have what they need to perform their tasks;
- Conducts requirements gathering sessions, determines scope, timelines, project plans, and resources for the project;
- Creates, updates, and maintains artifacts, tools, documentation, and budgets accordingly;
- Liaises with Finance team to define and apply budgets accordingly, meets regularly to track and discuss best use of financial resources;
- Researches, demos, and obtains RFP information/vendor costs and timing as necessary, share findings with applicable parties for review and decision making;
- Juggles multiple projects and priorities simultaneously in a fast-paced environment, provide regular updates as required;
- Manages and assigns roles and tasks related to project documentation, research, and deliverables, monitors and track progress;
- Coordinates, motivates, and follows up with staff to ensure project progresses on schedule and goals and requirements are met;
- Conducts project status meetings with cross-functional internal teams;
- Identifies and assesses risk, works with appropriate parties to mitigate or plan for potential outcomes, resolve project issues as they arise;
- Coordinates testing and testing materials when required;
- Reports project outcomes to CEO, management, partners, and funders as required.
- Co-ordinates and completes reporting, interim briefs, and updates as needed;
- Measures project performance, defines lessons learned to share and apply to future projects;
- Attend funder related update meetings, round tables, speaker panels etc... as required;
- Develops and maintains partnerships with outside resources—including suppliers, funders, sponsors, and researchers;
- Monitors and addresses changing priorities and timetables in response to changes in resource and staffing conditions;
- Assigns and organizes responsibilities for colleagues, provides coaching, mentoring to direct reports and indirect reports as appropriate;
- Secures and maintains appropriate training and resources for staff and contractors, providing career development opportunities/challenges when appropriate;
- Monitors and evaluates staff/contractor performance in carrying out project design, work together on developmental opportunities, and initiate progressive discipline

when appropriate. Updates Managers and Directors of indirect staff on team member's performance throughout the projects;

- Performs other duties as assigned.

### **Qualifications**

- A minimum of 3 years of experience within Project Management and the project life cycle, including small and large initiatives;
- Post Secondary Diploma/Degree in a related field or the equivalent work experience, or combination thereof;
- Demonstrated experience in JotForm or other survey platforms and other online project management apps like Asana
- Project Management Certification is an asset (PMP, CAPM);
- Experience working on 3<sup>rd</sup> party funded projects within non-profit sector would be an asset;
- A minimum of 2 years managing and coaching a team of direct or indirect reports;
- Self-starter, who takes initiative, and has strong critical thinking and time management skills;
- A high degree of organizational skills, with the ability to motivate others, and keep projects on task;
- Hands on experience with budget development and tracking;
- Excellent interpersonal, oral/written/presentation communications skills coupled with listening skills to document and present business needs, specifications, reports, project documents, and implementation plans;
- Advanced ability to build and maintain relationships, both internal and external;
- Demonstrated adaptability, flexibility, and attention to detail;
- Proven teamwork skills, accountability, and dependability;
- Experience managing several projects simultaneously ranging in scope from small to large, simple to complex;
- Able to proactively troubleshoot and solve problems and know when those items should be escalated to senior team members;
- Bilingual in French and English is an asset.

### **WHY WORK AT YWCA CANADA?**

- A collegial work environment that actively encourages collaboration and work-life balance
- An employer matching pension plan
- A competitive salary based on experience and skills
- A generous benefits package that includes a 3-week base paid vacation, 18 paid healthcare days, health and dental coverage and a supplemental health spending account
- A flexible work culture that takes into account family responsibilities, travel time, job duties, and many other factors.



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We are always exploring ways to keep the workload manageable, prioritizing rest, welcoming new ideas of looking at modern ways of working and making our office a top employer.

The successful candidate will be committed to working from an anti-oppression, feminist perspective. YWCA Canada is committed to reconciliation, antiracism and equity, We encourage women from racialized and/or newcomer, gender diverse, non-binary and/or gender fluid, 2SLGBTQIA+ First Nation, Métis and Inuit, immigrant, refugee, Black, racialized, and people living with disabilities to apply.

Please submit your [resumé and cover letter to \[careers@ywcacanada.ca\]\(mailto:careers@ywcacanada.ca\)](mailto:careers@ywcacanada.ca) by Friday, November 10, 2023. Please place **YWCAPM2023** in the subject line. We thank all candidates for applying. Only those applicants moving forward in the recruitment process will be contacted.