



**Job Title:** Project Coordinator

**Reports To:** Chief Executive Officer

### **Overview**

The Project Coordinator will jointly drive the implementation of strategic and operational plans for OASIS and Family Service Ontario, collaborating with cross-functional teams and enhancing the membership's capacity. This role involves leading projects, coordinating special events, and supporting the organisation's overall operations.

### **Background:**

#### **OASIS:**

Ontario Agencies Supporting Individuals with Special Needs (OASIS) was established in 1996 and incorporated in 1999 with six original member agencies. OASIS was formed to, amongst other things, share information and resources as well as be able to liaise with government as one group on behalf of all its member agencies.

Since then, OASIS' Membership has grown to representing approximately 190+ member agencies that provide services and supports throughout Ontario to adults and children with a developmental disability. These agencies employ approximately 25,000 full and part-time staff and, in turn, serve an estimated population of over 65,000 individuals. OASIS member agencies currently provide more than 85% of all developmental services in Ontario.

Recently, OASIS has undergone significant internal structural changes. Given the increasingly rapid change in the developmental services sector, OASIS has moved away from a volunteer run organisation to having a full-time CEO as well as full time staff to oversee operations of the organisation.

#### **FAMILY SERVICE ONTARIO:**

Family Service Ontario (FSO) was established in 1974 with the goal of providing accreditation to and creating a provincial presence for Family Service agencies, Family Service Ontario transformed into an advocate for its member agencies.

FSO is a provincial network of leaders from community-based social service agencies across Ontario. Through shared learning and leadership development, they strengthen 40 not-for-profit member agencies to the benefit of the more than 250,000 individuals, couples, families that they serve each year.

## Work Conditions

- Remote work (from home) with occasional in-person meetings, as required.
- Flexible work environment.
- Shared Position: This role supports two virtual organizations, with employment officially under OASIS.

## Key Responsibilities and Duties

- **Strategic Planning:** Lead strategic planning initiatives, including SWOT analyses and setting objectives for success.
- **Operational Management:** Enhance organizational systems, monitor key results, and drive process improvements.
- **Project Execution:** Manage cross-functional teams to deliver projects on time and within scope, including risk management and stakeholder communication.
- **Event Coordination:** Oversee the planning and execution of key events, such as training sessions and conferences.
- **Stakeholder Engagement:** Build strong relationships with internal and external stakeholders, ensuring clear communication and alignment with organizational goals.

## Qualifications and Skills

- **Education:** A university degree in business/public administration or social sciences.
- **Certification:** PMP (Project Management Professional) certification is preferred.
- **Experience:** Minimum of 3-5 years in project management, including strategic planning and operations.
- **Skills:**
  - Exceptional communication, leadership, and problem-solving skills.
  - Proficiency in project management tools (e.g., Microsoft Project, Jira, Trello, Notion).
  - Ability to adapt to changing priorities and manage multiple projects simultaneously.
  - Strong analytical abilities and attention to detail.
  - Ability to innovate and engage in positive problem-solving to address challenges.
  - Organizational skills with the ability to meet deadlines and manage multiple priorities.
  - Proficiency with Microsoft Office Suite and comfort with various software applications, including artificial intelligence tools.

- Ability to develop and maintain effective working relationships with internal and external stakeholders.
- Commitment to inclusivity and working from a non-judgmental, anti-oppressive approach.

### **Compensation and Benefits**

- **Salary Range:** \$65,000 - \$75,000
- **Vacation:** 3 weeks' vacation.
- **Health and Dental Plan**

### **Application Instructions**

This position is shared between the two independent associations, with OASIS as the employer. Interested candidates should **send a cover letter and resume by September 9th, 2024, to [admin@contact.oasisonline.ca](mailto:admin@contact.oasisonline.ca)**. Initial resume screening will be conducted using AI, and only selected candidates will be contacted.

A more detailed [job description](#) is available on the OASIS website.