



Job Title: Project Manager

Reports To: Chief Executive Officer

Overview

The Project Manager 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.

This role includes leading successful project execution and coordinating special events.

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:

- Coordinate comprehensive strategic planning exercises in collaboration with senior leadership.
- Conduct SWOT analyses, market research, and competitor assessments to inform strategic decisions.
- Define clear objectives, milestones, and success criteria for strategic initiatives.

Operational Management:

- Strengthen organizational systems for the implementation of the current operating plan.
- Monitor OKRs (Organizational Key Results) and adjust strategies as needed.
- Streamline processes, enhance efficiency, and identify areas for improvement.
- Seek out new technologies to support the work of the sector, including artificial intelligence tools.

- Inform budgets, resource allocation, and timelines.

Project Execution:

- Lead cross-functional project teams to achieve project deliverables.
- Define project scope, objectives, and success criteria.
- Develop systems for detailed project plans, including schedules, resource allocation, and risk management.
- Monitor progress, resolve issues, and communicate updates to stakeholders.

Risk Management:

- Identify potential risks and develop mitigation strategies.
- Proactively address project roadblocks and escalate issues when necessary.
- Maintain project documentation and ensure compliance with organizational standards.

Event Coordination:

- Coordinate, oversee, and attend events such as training sessions and annual conferences.

Stakeholder Engagement:

- Collaborate with internal and external stakeholders, including executives, team members, and vendors.
- Communicate project status, risks, and achievements effectively.
- Build strong relationships and manage expectations.
- Work with member agencies to identify their needs to future-proof their organizations and implement solutions to address these needs.

Administrative Tasks:

- Conduct research to support the development of communication materials, such as news articles, reports, and position papers.
- Complete administrative tasks related to projects.
- Assist the chief executive officer with the operations of the organization, as required.

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**