



Canadian Parents for French (Ontario) is looking for a Project Manager

- Position:** Project Manager
- Contract:** One-year employment contract (with potential for renewal for two more years)
- Type:** Full-time (37.5 hours per week)
- Location:** Hybrid position: Mississauga office with a work-from-home option
- Salary:** \$58,000 – \$65,000
- Deadline:** Submit your resume and cover letter by 5:00 p.m. on October 14, 2022 to info@on.cpf.ca
- Start Date:** Immediately

Project Manager - Job description Effective October 1, 2022

Reporting to the Executive Director, the Project Manager will plan and implement CPF Ontario Branch programs and events with the support of an implementation team. All initiatives will be delivered with consideration of the activity goals and objectives and established measures for success. The programming includes the following:

- Concours d'art oratoire (French public-speaking competition)
- Bilingual Success Youth Conference
- Family Event
- Virtual Programs (youth)
- Socio-cultural enrichment initiatives
- FSL Awareness event

The Project Manager may be called upon to manage other activities of the organization as part of a small collaborative team.

PROJECT MANAGER ROLES AND RESPONSIBILITIES

Delegating:

The Project Manager will lead and provide clear direction and timeline expectations to a Program Coordinator and as part of the implementation team.

Collaborative Role:

The Program Manager will work collaboratively with colleagues in the completion of initiatives including communications and administration.

- Effective planning (establish timelines) and execution of each initiative
- Managing the allocated project budgets
- Liaise with partner organizations and seek outsourced expertise where needed

- Seeking quotes for venues and audio-visual needs and organizational timelines
- Sourcing event venues and negotiating contracts
- Managing the event logistics
- Liaison with the event presenters
- Coordinating the development and dissemination of promotional materials relevant to the activity (flyers, programs); working in collaboration with a graphic designer and translator
- Securing contractual technical support (i.e. audio-visual, design)
- Gathering feedback to evaluate the projects
- Presentation of the programs to various audiences
- Preparing interim and final reports on results utilizing pre-determined measurement indicators

EDUCATION / PREVIOUS WORK EXPERIENCE

- Three years (minimum) experience as a program or project manager, preferably in a not-for-profit environment
- A college or university degree in business or public administration or relevant discipline; or equivalent learned experience over time
- Bilingualism is an asset (French, English)

ABILITIES / SKILLS

You are:

- a confident manager
- a problem-solver who offers creative solutions
- passionate about the French Immersion experience and all opportunities to learn French and promote official language bilingualism

You have:

- strong budget, organizational, and management skills
- the ability to multi-task and work toward deadlines
- the ability to lead, work independently and as part of a team
- excellent computer application skills: Excel, Jotform, Campaign Monitor, WordPress, Microsoft Office Suite, Outlook
- familiarity with virtual communication and conference platforms

BENEFITS / WORK ENVIRONMENT

- This is an in-office position with much flexibility regarding work-from-home options.
- We offer a welcoming, team-based office culture in a location that is accessible by transit.
- This is a short-term employment contract (one year) with a high potential for renewal.

CPF Ontario is committed to equity, diversity, inclusion, and to building an organization that reflects the communities we serve. We encourage applications from members of Black, Indigenous, and racialized communities; Two-Spirit, non-binary, trans, lesbian, gay, bisexual, and queer people; disabled people; and members of other equity-seeking groups.