



JOB POSTING: Project Management Consultant

Full time, 35 hours/week, Contract, 1 Year

The Toronto Community Benefits Network (TCBN) has centred itself at the forefront of the economic justice movement in Canada by negotiating Community Benefits Agreements (CBAs) into public infrastructure and urban development projects. In so doing, TCBN is addressing the challenges of access to good jobs, local economic development and neighbourhood revitalization particularly as they impact on historically disadvantaged communities and equity seeking groups in Toronto. TCBN employs a comprehensive approach that includes organizing, innovative policy, research, and communications. TCBN's efforts have led to Ontario's first Community Benefits Framework with Metrolinx that includes a Community Benefits Apprenticeship Plan, a Community Benefits Liaison Plan and a Declaration on Hiring Targets for the Eglinton Crosstown, along with subsequent agreements for the Finch West LRT, West Park Hospital, Woodbine Casino and the MacDonald Block. For more information about our work, visit communitybenefits.ca.

ROLE SUMMARY

Reporting to the Executive Director through the Manager of Capacity Building, the Project Management Consultant is responsible for assisting with the development, oversight and implementation of a variety of projects undertaken by TCBN, in areas of HR, Administration, Data Management, Programs, Capacity Building, Membership and Campaigns. Working closely with the Executive Director and TCBN Management Team, the Project Management Consultant will support the development and implementation of project plans, ensuring that all objectives are addressed, planned activities occur, and outcomes are tracked and evaluated against proposed results and timelines. Additionally, the Project Management Consultant will convene and support meetings of project working groups or committees, develop systems and procedures for various programs and organization practices, provide training for staff on procedures and data management tools, and assist in other ways to ensure the smooth and efficient running of the organization.

RESPONSIBILITIES

- **Project Management:** Develop and manage project work plans tied to key objectives; support project implementation, track and monitor project performance, regularly convene and support project management and advisory committees
- **Partner & Stakeholder Liaison:** Engage project partners and other stakeholders committed to success of Community Benefits Agreements to support project goals, such as community resident groups, CBA oversight and local steering committees, construction employers, labour and tradeswomen, pre-apprenticeship and apprenticeship trainers, funders and community leaders supporting economic advancement of women, newcomers and indigenous people
- **Administration and Data Management:** Develop and maintain templates for standard procedures for various organizational systems including HR, Programs, Administration, Reporting, Governance and Data Management; ensure that staff receive training in procedures and relevant software to carry out procedures

- Communication: assist with allocating work within departments and provide guidance regularly; facilitate distribution of information to multiple stakeholders and leadership across various stakeholders within the sector
- Assist with various ad-hoc projects identified by the Executive Director and the Manager, such as special events, campaigns
- Other duties include working as part of a team to implement the organization’s strategic plan; supervising development staff and volunteers; participating in the team and other organization-wide meetings and activities

QUALIFICATIONS

Applicants must demonstrate a commitment to social and economic justice

Skills required:

- Knowledgeable about historically disadvantaged groups, their systemic barriers to employment in a variety of sectors, including construction
- Strong collaborative decision-making skills; able to work with all levels of staff
- Strong knowledge of project management principals, reporting, and quality assurance
- Proficiency with Office and a variety of project management tools
- Experience developing systems and procedures for organizations
- Experience in executive-level writing, reporting and presentations
- Strategic thinking, strong analytical and problem-solving skills
- Able to work in a fast paced, dynamic environment.
- Good understanding of the nonprofit sector
- Excellent stakeholder relationship management skills
- Ability to oversee multiple projects and manage conflicting priorities

TERMS OF EMPLOYMENT: Competitive salary with full benefits. Friendly, team-oriented working environment.

APPLICATIONS

Qualified applicants are invited to submit an electronic resume and cover letter in MSWord or PDF format in ONE FILE to admin@communitybenefits.ca Please use “Project Management Consultant – your name” as the subject line.

DEADLINE: Resumes must be received Wednesday, April 15th 2020 at 5p.m.
Only those candidates selected for an interview will be contacted.

PEOPLE FROM HISTORICALLY DISADVANTAGED COMMUNITIES AND EQUITY SEEKING GROUPS ARE STRONGLY ENCOURAGED TO APPLY.

If contacted in relation to an employment opportunity, please advise TCBN of the accommodation measures, if required, which would enable you to be interviewed in a fair and equitable manner.

Information received relating to accommodation measures will be addressed confidentially.