

# Project Manager

## Job Posting

We are seeking a **Project Manager** to join the Public Engagement department. This **bilingual English and French-language** position will lead the “Challenging Gendered Digital Harm Project” for the Canadian Women’s Foundation. This project addresses online and technology-facilitated violence, hate, and harassment against diverse women, girls, and gender-diverse communities in Canada through national research, development of public training and tools; and convening of civil society and decisionmakers to mobilize knowledge for systems change. This position reports to the Vice President, Public Engagement. **This is a full-time contract position that runs to the end of March 2025.**

The Canadian Women’s Foundation is a national leader in the movement for gender equality in Canada. Through funding, research, advocacy, and knowledge sharing, we work to achieve systemic change. We support women, girls, and gender-diverse people to move out of violence, out of poverty, and into confidence and leadership. Since 1991, our generous donors and supporters have contributed more than \$250 million to fund over 3,200 life-transforming programs throughout Canada. For more information about the Foundation, visit our [website](#). To learn more about what we offer to employees and why you should apply, visit [Work With Us](#).

We strongly encourage applications from women, Two Spirit, trans, and non-binary people who identify as Black and/or racialized, First Nations, Métis, and Inuit, living with disabilities, and/or members of 2SLGBTQIA+ communities.

### Key Duties and Responsibilities

#### Project Planning and Development

- Manage the work of research, advisory committee, and evaluation partners, including establishing and confirming terms of agreement.
- Oversee training and tool development partners in the development of three (3) mobile friendly and accessible bilingual online mini-training courses and three (3) accompanying tool kits for various audiences.
- Oversee project schedule and workplan.
- Manage project budget to ensure that professional and vendor fees stay within range.
- Continually monitor project progress and effectiveness while keeping internal and external partners informed; make adjustments as needed.

- Ensure all project related work is in compliance with all established agreements, contracts, and project requirements.

### **Research, Knowledge Mobilization, and Evaluation**

- Support research partner efforts in executing research deliverables and answering delineated research questions.
- Work closely with other teams and vendors to develop an awareness/outreach plan along with materials across a variety of channels to promote research, tools and knowledge activities, in both official languages.
- Oversee panels and webinars with policy makers, digital creators/experts and external organizations to mobilize knowledge transfer and learning.
- Support the compilation and analysis of project evaluation data with external evaluation partner.
- Prepare reports and recommendations.

### **Supervision and Team Collaboration**

- Supervise the project coordinator.
- Regularly participate in planning and team meetings as well as all-staff collaboration, training, and events.
- Identify and participate in internal/external partnerships.

### **Qualifications and Experience**

- Post-secondary degree in related field OR an equivalent combination of training, expertise, and lived experience.
- 5+ years of experience in nonprofit or social purpose-related project management, public engagement, research, educational, and communications-related experience.
- Project Management certification is an asset.
- Online training development and good UX skills is a strong asset.

### **Skills and Abilities**

- **Fully bilingual in English and French; both written and verbal.**
- Excellent project planning and management competency; experience seeing projects through the lifecycle.
- Proven ability to complete projects according to outlined scope, budget, and timeline.
- Excellent research and analytic skills and knowledge of mixed-method research best practices.
- Excellent organizational skills, prioritization, and multitasking.
- Excellent partnership development and management skills.
- Familiarity with issues and nuance of intersectional feminism, gender-based analysis plus, and gender-based violence, paired with ability to produce related resource and educational content that is accessible and compelling.
- Knowledge of curricula and content development for diverse audiences.

- Excellent writing skills, especially plain language writing.
- Strong training, community engagement, and presentation skills.

## **Expectations and Conditions**

The chosen candidate will be able to start work as soon as possible and would complete a three-month probation period.

## **Compensation**

The salary range for this position is \$65,000- \$70,000. Our benefits package includes a comprehensive health and dental plan, a generous vacation allotment, as well as professional development opportunities. This is a Full Time Contract position to March 31, 2025.

## **Job Location**

Depending on the location of the successful candidate, this position could be remote, hybrid or in office. Our head office is in Toronto, ON but we are seeking candidates from anywhere in Canada. Some travel within Canada may be required.

## **Apply Today by Submitting:**

- A one-page cover letter outlining why you want to be part of the Canadian Women’s Foundation and briefly summarizing your key skills and relevant experience.
- A resume that provides an overview of your work, education, and volunteer experience.

The deadline for submission is **5:00 PM EST on April 19, 2024**. Please email the document to [humanresources@canadianwomen.org](mailto:humanresources@canadianwomen.org) and indicate **“Project Manager”** and quote reference number **“PE-007”** in the subject line.

We will be reviewing resumes on a rolling basis. We encourage early applications.

## **Canadian Women’s Foundation Commitment to Equity**

The Canadian Women’s Foundation is strongly committed to equity in employment and seeks to attract, select, and hire a diverse team with a high level of professional skills, passion for and belief in our vision and mission. We aim to be inclusive of diverse people across gender and sexuality spectrums. This includes people who identify as women, girls, trans, Two Spirit, genderqueer, non-binary, and 2SLGBTQIA+. If comfortable, we encourage candidates to share information about their identities, lived experiences, and the communities they are part of in their cover letter.

The Canadian Women's Foundation adheres to Canadian Human Rights legislation and will provide accommodation to candidates during any part of the interview or hiring process, if requested.

We thank all applicants for their interest. However, only those selected for a first interview will be contacted. We anticipate two rounds of interviews before the successful candidate is selected.