

Job Posting – Project Management Officer

Organization	Egale Canada
Application Process	Resume and cover letter to Jobs@egale.ca
Type	Full Time / Permanent
Location	Toronto / Open to remote

Who We Are

Egale is Canada's leading organization for 2SLGBTQI people and issues. We improve and save lives through research, education, awareness, and by advocating for human rights and equality in Canada and around the world. Our work helps create societies and systems that reflect the universal truth that all persons are equal and none is other.

Egale's vision is a Canada, and ultimately a world, without homophobia, biphobia, transphobia, and all other forms of oppression, so that every person can achieve their full potential, free from hatred and bias.

The Opportunity

The **Project Management Officer** will play a pivotal role in the development and advancement of Egale's Project Management Department. Working closely with the Director, Project Management and Project Managers, the PM Officer will manage project teams throughout the lifecycle of projects. They will contribute to team morale and focus on task management to drive milestone completion.

Core Duties & Responsibilities

- Manage project activities and deliverables for multiple projects, often simultaneously.
- Contribute to Project Management Department processes and templates.
- Actively engage in project stakeholder and community relationships.

- Manage project documentation and contribute to sponsor reports.
- Contribute to project evaluation framework and methodology.
- Provide project planning support to development team during proposal writing process.
- Coordinate project intake process.
- Facilitate project status meetings and provide support to team members.
- Help develop and facilitate project management training with Egale staff.
- Other tasks assigned by the Director, Project Management.

Qualification Requirements

Education

- Project Management Professional (PMP), granted by the Project Management Institute (PMI), or PRINCE2 Practitioner, granted by AXELOS is required
- An undergraduate degree in a related discipline is preferred

Experience

- A minimum of three years experience managing projects and database applications with multiple and diverse stakeholders required
- Experience in analyzing complex project situations, interpreting client requirements effectively, and recommending solutions to meet users' requirements
- Experience in strategic alignment of business/operational plans and project initiatives to support business requirements
- Experience in program planning or project management within the Diversity, Equity and Inclusion field is an asset
- Experience in process mapping is an asset

Knowledge

- Project management methodologies and tools
- Business/operational planning methodologies and processes
- Performance measurement processes and tools
- Risk principles and risk-based approaches

Abilities/Skills

- Demonstrated competencies with word-processing, spreadsheets and presentation software
- Ability to communicate effectively with senior management and external stakeholder organizations
- Excellent time management skills to handle competing deadlines and priorities with high attention to detail
- Proven ability to successfully execute on complex, high-risk projects
- Highly developed sense of discretion, judgement, and political acumen to deal with sensitive and confidential issues
- Strong collaboration and teamwork skills, including demonstrated ability to interact, lead and participate in consultative decision making that respects people with a diversity of backgrounds, experiences and styles, while working collegially with a high degree of tact and diplomacy
- Superior ability to define and analyze problems, evaluate alternatives, find solutions, and make decisions
- Excellent presentation, briefing and facilitation skills on complex concepts
- Initiative, dependability, judgement and adaptability
- Bilingual in English and French is an asset

How to Apply

If you have a good understanding of 2SLGBTQI communities and priorities, and want to help direct change, please forward your resume or CV with a cover letter to: jobs@egale.ca

Salary range: \$50,000 - \$60,000

Deadline to apply: September 10, 2021 @ 4pm EST

Egale's Statement on Employment Equity and Diversity

Egale Canada is committed to ensuring that members of traditionally marginalized groups, from a broad range of communities, feel empowered to apply for positions within the organization. We encourage qualified applicants to consider work and volunteer opportunities with Egale as we recognize that a



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diverse work force and volunteer base are critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in our society which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression for some individuals and have resulted in the denial of their full participation in society.

Egale welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.