Egale

equal not other | égal, pas autre

Position	**Senior Project Management Officer**
Organization	Egale Canada
Department	Project Management
Reports to	Director, Project Management
Project Funded	Full Time / 1 year with possibility of extension
Location	Remote in Canada or Hybrid in Toronto
Application deadline	Open until filled
Apply to	jobs@egale.ca, cover letter required (see details)

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.

Egale is committed to equity diversity inclusion and decolonization (EDID) and encourages applicants committed to assisting us in expanding and growing in this regard. In addition, we encourage applications from women, Black ethno-cultural groups across the African Diaspora racialized as Black, racialized minorities, First Nations, Métis and Inuit peoples, Indigenous peoples of North America, persons with disabilities, 2SLGBTQI persons and other historically marginalized groups.

The Opportunity

The Senior Project Management Officer (SPMO) will report to the Director, Project Management and support the initiation, planning, execution, monitoring and close-out of all Egale projects supported by the Project Management Office (PMO). The SPMO

will also contribute to organizational change through process improvement and operational efficiency.

The SPMO will be accountable for ensuring PMO project life cycle processes and documentation standards are adhered to, including ensuring appropriate user subject matter expertise has been engaged across the project life cycle. The SPMO will manage projects related to implementation of research, education, awareness and legal advocacy affecting the 2SLGBTQI community domestically and internationally.

The SPMO will have progressive experience in implementing complex social sector projects and be responsible for ensuring appropriate cross-department expertise is engaged to support successful implementation, monitoring, evaluation, and reporting.

Primary Duties & Responsibilities

- Complete assigned projects on time and on budget.
- Establish and manage governance structures required for successful project implementation.
- Complete comprehensive project control documentation throughout the project life cycle.
- Manage vendors and collaborators required to ensure successful project completion.
- Complete comprehensive and timely project analysis and reporting as per PMO standards.
- Develop and manage detailed work plans, schedules, project budget estimates and resource plans required for successful project completion
- Escalate project issues and risks to Director in a timely manner; and
- Lead project and functional team meetings as required to monitor progress and challenges of projects.
- Develop and refine PMO processes, tools, and templates with a focus on impact measurement and evaluation.

Qualifications

Education

- University degree in a relevant field required. Master's degree in Business Administration is strongly preferred.
- Project Management Professional (PMP) certification is required.

Experience

- Minimum five years of experience in a Project Manager role in a PMO environment implementing projects with increasing complexity and scope required.
- Experience with vendor and team relations and excellent presentation, communication, change management, multi-tasking and technical writing skills is a requirement.
- Experience with MS Office and proficiency in Excel, PowerPoint, Project, Visio and SharePoint is required.
- Experience working in a not-for-profit, 2SLGBTQI community and/or social justice environment preferred.

Knowledge/Abilities/Skills

- Advanced knowledge of project management methodologies is required.
- Comprehensive knowledge of the practices, procedures and principles of project, program, and portfolio management.
- Exposure to financial management with respect to tracking, forecasting, and managing project budgets.
- Team player with ability to influence and achieve results through effective negotiation, problem solving.
- Excellent written and verbal communication skills.
- Bilingual in English and French is an asset.

Compensation: $65,000 to $75,000

This position offers a competitive salary, a comprehensive benefits package, a diverse and inclusive work environment, professional development opportunities, paid personal days, 3 weeks vacation, remote work option, flexible schedule, and the potential for further advancement within the organization.

How to Apply

Egale is doing amazing things and we want you to be part of our team and continued success! If you have a good understanding of 2SLGBTQI communities and priorities, and want to help direct change, please submit an electronic copy of your resume/CV and a cover letter with subject line "Application for Senior Project Management Officer" to jobs@egale.ca

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 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.