

JOB OPPORTUNITY
Human Resources Department

POSITION: MANAGER, PROJECT MANAGEMENT OFFICE

REGION: Corporate Services

Community Living Toronto, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

QUALIFICATIONS:

A minimum of a bachelor's degree in computer science, math, engineering or other related field. Seven years of complex project management experience. Project Management Professional (PMP) certification is preferred. Strong business experience and financial skills in project management, business case development, risk management and due diligence activities. Background in Information Technology (IT) is desired. Will consider a combination of post-secondary certifications and experience.

JOB SUMMARY:

Lead process development and improvement programs in all areas of portfolio delivery and management. Coordinate, manage and track complex projects across multiple departments and the developmental services sector. Maintain a portfolio management methodology and provide portfolio management expertise, governance, training and support as needed. Consolidation and ongoing analysis of key project information across the organization. Establish and maintain the project and portfolio KPI's and dashboards. Define and implement the appropriate change and process management strategy and plans. Provide adequate high level detail to the elements of the project descriptions that will form the basis for project business case (i.e. high level scope, benefit, etc.). Assist in the creation of strategic plans (IT, Real Estate, etc.) based on project interdependencies and alignment to business streams (i.e. IT, HR, Finance, Programs, etc.)

RESPONSIBILITIES:

Under the direction of Director, PMO and Real Estate, this position is responsible for:

- Tracking and resolving resources contention, technical interdependencies working closely with senior management.
- Overseeing the management of projects by other Project Managers.
- Developing and maturing the PMO and project management practice, strengthen portfolio and process management, partner with other departments to create robust business cases and track benefit realization.
- Implementing the Association's new strategic plan.

HOURS OF WORK: 37.5 hours per week.

SALARY: Commensurate with experience.

TO APPLY:
SEND YOUR COVER LETTER AND RESUME TO:

Careers@cltoronto.ca

PLEASE QUOTE JOB POSTING #E17-161

When required, accommodations for disabilities will be provided, on request.

We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contact for an interview.