

**JOB OPPORTUNITY**  
Human Resources Department

**POSITION: SENIOR PROJECT 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:**

Diploma or Bachelor's degree in a related discipline or equivalent training and experience in medium to large-scale IT project management. 5 + years of complex IT project management experience through the entire development life cycle including defining requirements, process development, application/database design, testing and deployment of medium to large-scale complex business application solutions. Project Management Professional (PMP) or Scrum Master Certification is strongly desired. Strong business experience and financial skills in project management, business case development, risk management and due diligence activities. Understanding of change and process management principles with preferred experience in Six Sigma or similar continuous improvement methodology.

**JOB SUMMARY:**

Reporting to the Manager of the PMO, the Senior Project Manager oversees the project definition, prioritization and successful delivery of a defined portfolio of projects. Working with senior management, this position tracks and resolves resource contention and manages the technical interdependencies of multiple projects, as well as, provides leadership to the management of projects by other Project Managers.

**RESPONSIBILITIES:**

- Lead, manage and track complex projects across multiple departments and the developmental services sector.
- Maintain a portfolio management methodology and provide portfolio management expertise, leadership, governance, training and support as needed.
- On an ongoing basis, coordinate and prioritize the portfolio establish and maintain the project and portfolio KPI's and dashboards.
- Define and implement the appropriate change and process management strategy and plans.
- Prepare communication plan and related project status reports to key stakeholders to provide updates on deliverables as well as risks and mitigation strategies.

**HOURS OF WORK:**                      37.5 hours per week.

**SALARY:**                                      TBD

**TO APPLY:**  
**SEND YOUR COVER LETTER AND RESUME TO:**

**Careers@cltoronto.ca**

**PLEASE QUOTE JOB POSTING #E17-278**

**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 contacted for an interview.**