

JOB OPPORTUNITY
Human Resources Department

POSITION: PROJECT MANAGER

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 is required with a preference given to computer science, math, engineering or other related field. Project Management Professional (PMP) or Scrum Master Certification is strongly desired. Three plus years of project management experience through the entire development life cycle including defining requirements, process development, application/database design, development, testing and deployment of medium to large scale complex business application solutions. Must be proficient in using project management related Microsoft Office products: including Microsoft Project, SharePoint, Visio and Excel. Experience utilizing financial skills in project management, business case development, risk management and due diligence activities. Demonstrated experience in all elements of project management including contracting, negotiating, accounting, conducting cost benefit and opportunity analyses, developing strategic plans and developing tactical action plans are required.

JOB SUMMARY:

Reporting to the Manager of the PMO, the Project Manager oversees the project definition, prioritization and successful delivery of a defined portfolio of projects. With support of the Manager of the PMO, this position tracks and resolves resource contention and manages the technical interdependencies of multiple projects. This includes effectively managing relationships with both internal and external stakeholders at all levels.

RESPONSIBILITIES:

- Lead, manage and track complex projects across multiple departments within Community Living Toronto as well as integrative projects with the broader developmental services sector within the assigned area of expertise.
- Support the completion of other projects being led by other project managers within the PMO.
- Develop and maintain a methodology for portfolio management as well as share portfolio management expertise and provide governance, training and support as needed to other staff.
- Coordinate and prioritize the assigned portfolios, including establishing and maintaining the project and portfolio KPI's and dashboards.
- Prepare all communication plans and related project status reports for key stakeholders, including updates on deliverables and the presence of risks and their corresponding mitigation strategies.

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 #E18-43

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.