Project Manager

**Employment Terms:** 8-month Contract 1.0 FTE (35 Hours/Week)   
  
**Reporting to:**  Acting Chief Operating Officer (COO)   
  
**Salary Range:**  $71,562 - $81,233 annually (plus 4% vacation pay in lieu of benefits)

with HOOPP pension plan eligible

**Expected start date:**  June 2021

Background:

Flemingdon Health Centre (FHC) is a registered charity and an incorporated not-for-profit Community Health Centre (CHC), located in Toronto. We provide a range of health-related services based on the social determinants of health and community engagement models. We are primarily funded through the Ontario Health – Toronto Region.

PURPOSE:

The Project Manager is a key member of the leadership team and is responsible for overall project management functions across FHC providing leadership, coordination, and management of Project Management processes and outcomes. Reporting to the Acting COO, this position leads teams focused on the implementation and integration of new services, process optimization, quality improvement, and strategic initiatives to achieve organizational priorities, measures and operational targets. This position interacts regularly with multiple external and internal stakeholders including the senior leadership team, providing updates and insight into the status of projects and initiatives across the organization. Strong project management, planning, facilitation, interpersonal and relationship building skills are central to the position. It is expected that the Project Manager represent FHC leadership both internally and externally.

RESPONSIBILITIES:

Project Management Leadership and Development

* Strategic leadership with respect to project management across FHC
* Implement standardized tools and processes across all FHC projects
* Asses project requests to evaluate requirements and strategic alignment for discussion with Senior Leadership Team
* Use sound judgement to balance competing demands while maximizing strengths and capacity among project team members
* Provide clear and accurate status reports to the Senior Leadership Team to ensure progress and challenges are well understood
* Identify and address areas for improvement within the FHC as part of quality improvement and assurance accountabilities

Project Management

* Plan, design, implement and evaluate approved projects to achieve organizational priorities
* Continuously monitor progress and outcomes across project activities
* Identify and mitigate project risks
* Apply project management principles to successfully achieve high quality project outcomes within the intended timeline
* Engage and collaborate with internal and external stakeholders

Knowledge Translation and Communication

* Ensure staff connected to projects understand the role of project management and principles being applied
* Reflect the culture of FHC in the approach to all activities
* Provide coaching and support to FHC staff completing project work
* Produce comprehensive materials reflecting innovative work to demonstrate impact
* Spread outcomes and best practices when appropriate
* Develop presentations, reports and proposals related to existing or planned service delivery

Other Duties

* Fulfil other duties, as assigned by the Senior Leadership Team and Acting COO

EDUCATION, SKILLS & KNOWLEDGE:

* Graduate degree in business administration, health administration or equivalent specialization
* Project Management Professional certification
* At least 5 years project management experience with proven track record of successful project delivery
* Capacity to lead complex projects
* Demonstrated knowledge of industry best practices
* Substantial leadership skills including experience leading teams
* Experience with collaborative work in a non-profit environment
* Expertise in stakeholder engagement including working with those at the executive level
* Critical appraisal skills with the ability to see “big picture” and recognize implications on the broader health care system, CHC/OHT sector, local service delivery level and within FHC
* Excellent oral and written communication skills
* Effective working independently and in teams
* Ability to exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs
* Strong computer skills in Word, Excel and PowerPoint
* Demonstrated ability to foster positive relations and work with a broad range of people and service providers
* Sensitive to working with people of diverse cultural, age and economic backgrounds and marginalized individuals with an understanding of cultural competency and framework

**Note:** Due to the confidential and sensitive nature of the role, this is a non-union/non bargaining unit position.

Application Deadline:

June 16, 2021, by 5pm EST

Interested and qualified individuals are invited to submit an application including a cover-letter and resume online through the following link:

LINK HERE

We encourage applications from individuals who can identify with the diverse communities we serve. We thank all applicants for their interest but regret that only those selected for an interview will receive acknowledgement. Please note that a criminal background check (Vulnerable sector) will be conducted for this position.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.