
Position Title:	Project Manager
Type of Work:	Full-time (35hrs/week)
Period of Work:	Term position from July 13, 2020 to March 31, 2021
Rate of Pay:	\$47.27/hr (plus eligible benefits)

Organization Background Information:

The Research, Education, Accessibility and Design (READ) Initiative is a department of Carleton University (Ottawa, Canada) that provides leadership and research excellence in accessibility for persons with disabilities. Visit <https://carleton.ca/read/> to learn more.

Project Overview:

READ has recently received funding from the Ministry of Labour, Training and Skills Development through the Skills Catalyst Fund to undertake a project called: *Training Series in Accessibility for Employment: Supporting Employer Readiness and Employability of Post-secondary Job Seekers with Disabilities*. We are seeking a Project Manager to lead this project from launch to implementation.

A consortium of partners from the Ottawa region (Carleton University, Algonquin College, University of Ottawa, La Cite, EARN/United Way, Ottawa Employment Hub, Ottawa Board of Trade) and the Ontario Chamber of Commerce, will bring together expertise and lived experience of disability to create a set of training videos/tools and/or trainer guides that may include elements such as:

- Thematically self-contained videos on specific disability and accessibility-related topics relevant to employability and employment settings.
- A companion guide to each video and its topic that can be used by trainers/facilitators for in-person training programs, workshops, or orientations.
- Flexibility in use as a) standalone videos, b) delivered by a trainer individually or as a training program, or c) selectively embedded into other workshops.
- Design that enables self-guided student or employee training, and/or implementation by employers and service providers that have minimal disability or accessibility expertise.

Position Responsibilities:

The incumbent of this position will, under the direction of the READ Initiative, and in collaboration with all partners, be responsible for ensuring the design, implementation and delivery of all project deliverables, on budget, and within the specified time frame. They will be responsible for ensuring the efficient day-to-day operations for all elements of the project including, but not limited to:

- Acting as a central point of contact for all project collaborators, ensuring timely communication, and inclusion of agreed upon components of project;
- Responsible for identifying/recruiting and playing a key role in hiring project consultants/agencies as needed for the creation of training materials and/or design and creation of videos or agreed upon tools;

- Managing data, materials as needed utilizing agreed upon tools to maintain and update records related to project activities;
- Establishing metrics to measure the success and outcomes of projects;
- Ensuring that project adheres to agreed upon deadlines and stays within allocated budget. (*Note: Limited administrative and financial support will be provided by the READ Initiative team in this area*);
- Coordination of all meetings, materials and communications with project collaborators;
- Ensuring that all meetings, on-going project assets, and end project deliverables adhere to accessibility and/or AODA requirements for end users;
- Providing on-going status reports to all project team members and READ as required; and
- May be required to prepare and deliver presentations on behalf of READ and/or the project team.

Job Requirements

- Undergraduate degree and/or equivalent with at least 5 years+ related experience in project management with expertise in disability, employment or related fields.
- Proficient in English and French languages with both excellent oral and written communication skills.
- Previous experience working in a role as a recruiter/HR professional within an organization and/or in a campus career/coop office considered an asset.
- Experience preparing Request For Purchase (RFPs), reviewing applications and managing the work of approved agencies/consultants, specifically managing projects that have involved production of videos, modules or other related types of training related media.
- Demonstrated experience working independently with little direct supervision to deliver project from beginning to end.
- Experience conducting business and engaging with variety of stakeholders within college/university, corporate and community service environments, including the ability to navigate conflict in a constructive way.
- Proficient using tools from the MS Office Suite (i.e. MS Word, Excel, Teams, Office, PPT, etc.).
- Candidates bringing an understanding of lived experience (either personally or through other experiences) are considered an asset.

This job is suited for someone with a combination of the following skill sets:

- Project Management
- Accessibility/Disability
- Employment / Recruitment / Training and Development
- Communication Skills
- Curriculum Development
- Budget / Financial Management
- Video Production

Working Conditions

- **Project Team** – There will be no direct reports to supervise. Limited administrative support will be available throughout the project. Incumbent will be required to work with project collaborators representing academic, corporate and community service providers.
- **Working hours** – Required to be available to facilitate meetings during typical operating hours of Monday to Friday between 9am and 4pm with flexibility around scheduled meetings (to a max 35hrs/week).

- **Physical Work Environment**– As a result of the COVID-19 situation, work for a significant portion of the project will be conducted online via conference/zoom calls, or other agreed upon means. Once safe to return to the campus environment, there will be an opportunity to physically work from campus as needed and/or to travel to partner locations within Ottawa. There are a variety of open/closed work spaces available, dependent on individual needs.
- **Expectations** - High pace, collegial and professional, limited structure/autonomy, firm deadlines and deliverables as dictated by approved funding agreement.

Accommodations and Accessibility:

Should you require a copy of this posting in an alternate format, please contact us as soon as possible and we would be happy to get one to you in a timely manner. We believe in the importance of supporting on-the-job success for the incumbent and are pleased to discuss and/or provide specific tools, resources or other requirements, as needed.

Important Information for Potential Candidates:

It is important to note that this project has a defined start and end date as approved by the Ministry funding the project, therefore there will be no opportunity for extension of this term contract. If you would like more information on the status of this position, please contact our office prior to the posting deadline and we would be pleased to answer your questions.

How to Apply:

Candidates that are committed to fulfilling the entire term and requirements of the position are invited to submit their cover letter along with a resume/CV to the attention of Julie Caldwell, Assistant Director, READ Initiative at read.initiative@carleton.ca by **11:59pm on Sunday, June 28th**. Interviews to be held the week of July 6-10th with anticipated start date July 13th or as soon as possible thereafter.