



## HALTON BLACK VOICES - LEADERSHIP CIRCLE

### Project Manager, Building Resilient Communities

MARCH 2024

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**Project Manager, Building Resilient Communities • Full Time • Contract • Hybrid**

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#### Position Description

Reporting to the Executive Director, the Manager is responsible for co-leading the design and delivery of allocated projects focused on the sustainable development and future resilience of Halton Black Voices. The Project Manager is a strategic, bold leader; a strong convener; a subject matter expert; and a social justice advocate for all matters related to liberation, equity, and anti-Black racism.

This position ensures a smooth onboarding process for staff and volunteers through effective policies, leads recruitment and training to build a capable team, and oversees contract administration for compliance and timely deliverables. It involves directing and managing project planning and research to align strategies with objectives and maintaining open communication with stakeholders for goal alignment. Additionally, it includes developing impactful programs for board members and volunteers based on insightful research.

The role involves fostering community and collaborative partnerships within the organization, driving the design, creation, and support of these relationships to enhance organizational synergy.

#### Specific Roles + Responsibilities

*The Project Manager, Building Resilient Communities is responsible for:*

- **Staff and Volunteer Management:** Implement intake and screening policies for staff and volunteers, ensuring a seamless onboarding and orientation process. Lead the recruitment, hiring, and training programs to build a competent project team.
- **Contract Administration:** Administer contracts for services, including negotiations, compliance monitoring, and ensuring timely reporting and deliverables.
- **Project Leadership:** Lead project planning efforts, developing comprehensive strategies and timelines to meet project objectives. Develop a research plan to generate program content that supports the project's goals.
- **Stakeholder Engagement:** Convene with OTF Manager and other key stakeholders, maintaining open lines of communication and ensuring alignment with project goals and expectations.
- **Program Development:** Spearhead the development of programs for board members and volunteers, leveraging research and insights to enhance program effectiveness.

#### Ideal Candidate Profile

*Highlighted by key experiences, skills, abilities and contributions, the ideal candidate is a(n):*

- Proven experience as a Project Manager, preferably in community development or related fields.
- Strong leadership skills with the ability to manage and motivate a team.
- Excellent organizational, time management, and communication skills.
- Experience in contract administration and stakeholder engagement.
- Ability to work effectively in a hybrid environment, balancing on-site and remote work as needed.

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#### Submit CV

Thank you for your consideration of this opportunity. To apply for this position, kindly email your CV and cover letter in PDF format to [info@haltonblackvoices.ca](mailto:info@haltonblackvoices.ca), with the subject line of Re: Project Manager - Your Name - CV. Please note accommodation is available upon request for applicants with disabilities in the recruitment and assessment process.