



JOB DESCRIPTION

April 2015

PROJECT MANAGER

Rural Community Vitality Measurement Initiative

Job Summary

The Rural Ontario Institute (ROI) is seeking a Project Manager for this 30-month initiative. The candidate will coordinate and oversee the completion of seven major projects. The Project Manager will ensure that each project produces practical information resources for use by local governments, provincial agencies and civil society organizations as they continue to innovate and learn from their efforts to capture and document “hard to measure” aspects of rural civic engagement, social capital and community impact and well-being in the rural Ontario context.

The Project Manager (PM) will create work plans for each project and track contractor and consultant assignments to ensure project milestones are met and high quality deliverables are achieved within budget. The PM will develop and maintain partner relationships through ongoing effective communication with stakeholders and an advisory committee. Reporting to the Director, Policy and Stakeholder Engagement, the PM will be integral to the staff team supporting the successful completion of this \$500,000 initiative.

Specific Responsibilities

The specific responsibilities include, but are not limited to, the following:

Project Management: Preparing project work plans, timelines and schedules, conducting consultant selection processes through Requests for Proposals, drafting contracts, and otherwise managing resources, trouble-shooting project risks and elevating problematic matters to Director or CEO level.

Reporting and Communications: As part of the ROI staff team the Project Manager will enable the organization to recruit partners, clarify and manage expectations and effectively communicate results, including preparation of periodic financial and management reports for funding organizations and implementation of a communications strategy for the initiative.

Networking and Liaison: Build and strengthen relationships with local government professionals (e.g. OPPI, PRO, OMSSA, AMCTO) and municipal associations (e.g. AMO, FCM) ; non-governmental organizations (e.g. United Ways, Community Foundations); provincial ministries (e.g. MMAH, OMAFRA, MTCU, MCI); and academic research institutions.

Support Structure and Process: Create Terms of Reference for committees or work groups associated with the initiative, prepare any necessary Collaboration Agreements or Memorandum of Understanding with key project partners, arrange meeting schedules and prepare meeting notes.

Record Keeping: Utilize the bookkeeping standards and practices of ROI to maintain financial records, invoices and track expenses for the initiative.

Qualifications

- Project management experience, particularly in conjunction with project evaluation and/or methodologies for data gathering and analysis.
- Highly skilled in work planning, budgeting, scheduling, measuring and monitoring of resources
- Strong organizational capabilities to ensure successful delivery and implementation of projects by effectively managing multiple tasks and timelines
- Highly developed verbal and written communication and editorial skills
- Excellent listening, interpersonal and networking skills
- Highly proficient with MS Office applications, Internet, email, and interactive social media technologies
- Valid Ontario driver's licence and insured vehicle
- Knowledge of the issues and forces shaping Ontario's rural communities
- Work experience in a local government context is an asset
- Completion of post-secondary education in planning, community or rural development, public administration, social policy, program evaluation or a closely-related field (Master's degree preferred)

Other Considerations

The ideal candidate would:

- Demonstrate discretion, maturity and good judgement showing both adaptability and clarity of purpose to steer the projects towards overall goals;
- Balance a range of complex initiatives;
- Work independently, without close supervision, as well as be part of a team;
- Be task and outcome-oriented and show flexibility in work hours; and,
- Have a long-term passion and interest in Ontario rural community well-being.