

The Rural Ontario Institute is Hiring!
PROJECT MANAGER

ROI is looking for a highly motivated, capable person to join our team as a **Project Manager**. This is a full-time contract position.

Job Title: Project Manager

Compensation: \$72,000 / year

Position Status: Full-time, 14 months

Number of Hours per Week: 37.5

Anticipated Start Date: February 1, 2022

Anticipated Finish Date: March 30, 2023

To address a housing shortfall in rural Eastern Ontario, the Eastern Ontario Wardens Caucus (EOWC) and the Rural Ontario Institute (ROI) are partnering to scale up a prototype data solution created to support affordable and attainable housing in rural communities. This digital tool aims to provide local, reliable, salient, and current rural data to assist proponents and municipalities in the planning and construction of new, affordable housing.

POSITION SUMMARY

We are seeking a capable individual to lead the *Data Solution for Rural Housing* project that ROI is implementing in partnership with Eastern Ontario Warden Caucus (EOWC). You will work in a collaborative team and will be responsible for operationalizing an on-line housing information system populated by Eastern Ontario data for use by eastern Ontario stakeholders. You will also be developing a long-term Sustainability Plan and Roll-Out Strategy for additional geographies.

With the support of a Data Analyst and a Program Developer, you will oversee the data acquisition process, liaise with a consulting firm developing the housing information system, implement user acceptance testing with the aim of developing case studies of user benefits, support the launch of the tool in Eastern Ontario, and promote the use of the tool across rural Ontario and beyond. Reporting to the Project Oversight Team you will also be responsible for creating a long-term governance and ownership framework, with a costed sustainability plan.

You will coordinate stakeholder interaction, including but not be limited to: a) Private sector housing proponents (builders/development industry); b) Non-profit housing project proponents (co-ops, housing service providers); and c) Local government staff (Planners, Economic Development, and the Consolidated Municipal Service Managers).

JOB RESPONSIBILITIES:

- Overseeing the data acquisition process, including local data acquisition/data standardization, broadening secondary data and updating Census 2021 data;
- Liaising with the IT consultant to ensure alignment of milestones and deliverables across the project;
- Working with the project team to conduct the User Acceptance Testing to collect information about the functionality of the system and seek testimonials for future outreach purposes;

- Coordinating the Eastern Ontario roll-out of the application including the development of communication materials and outreach (e.g tutorials, presentations, workshops, webinars, social media promotion, etc.);
- Developing a sustainability plan for the project based on the feedback received from the Eastern Ontario roll-out;
- Reporting to the Project Oversight Committee (ROI and EOWC).

QUALIFICATIONS AND EXPERIENCE:

- University degree or college diploma in a relevant field, such as geography, regional development, economics, rural planning, community development, or similar
- Demonstrated capacity in project management including familiarity with project management software packages and tools (e.g. Monday.com, Wrike, Celoxis, WorkFlowMax)
- Familiarity with database management, Statistics Canada information products, datasets, and online tools
- Familiarity with GIS software
- Project Management Professional Certification desired
- Knowledge of rural Ontario geographies and economic regions
- Advanced leadership and time management skills
- Demonstrated experience with managing a budget
- Advanced proficiency with Microsoft Office, particularly Excel
- Strong organizational skills
- Experience effectively communicating technical concepts to a non-technical audience (verbally and in writing)
- Education or previous work experience related to developing new online applications/information systems is an asset
- Education or previous work experience related to housing affordability and attainability, especially in rural areas is an asset

A background or interests in topics, areas of expertise, or disciplines related to ROI program areas is an asset but not a requirement. The following are some examples:

- Rural community development and sustainability
- Planning, municipal governance, and/or economic development
- Affordable and attainable housing
- Organizational development, leadership, & governance capacity building
- Rural economic sectors, such as agriculture, agri-food, resource development, or tourism

ADDITIONAL INFORMATION

This position is likely to be performed primarily from a remote location. A regular schedule of in-office hours for coordination and team meetings is anticipated when permitted. Travel to the office location will not be compensated. This position will require occasional traveling (compensated) to rural communities in Eastern Ontario.

Please apply in confidence by e-mail no later than **January 17, 2022**, with a résumé and cover letter highlighting relevant personal experience, accomplishments, and/or motivations that reflect your potential success in the position.

Please apply to:

Ellen Sinclair
Executive Director, Rural Ontario Institute
Email: esinclair@ruralontarioinstitute.ca

We thank all those who apply. Only those candidates selected for an interview will be contacted.