

LET'S TALK SCIENCE POSITION POSTING

Position Title: Project Manager

Position Status: Full-time 2-year renewable contract. It includes:

- Competitive pay
- Comprehensive group benefit package

Closing Date: Position will remain open until filled; however; applications are encouraged by 11:59 pm ET on November 14, 2021

THE OPPORTUNITY

Let's Talk Science (LTS) is an award-winning, national charitable organization focused on education and outreach to support youth development. Through the creation and delivery of unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM), staff and volunteers support learning and skill development. Committed to inspiring and empowering Canadian youth to develop the skills they need to participate and thrive in an ever-changing world, Let's Talk Science offers programs, resources and services that motivate all ages to fulfill their potential and prepare them for future careers and roles as citizens. Let's Talk Science has excited, inspired and engaged more than 9 million children, youth, educators and volunteers in STEM since its inception.

We invite you to visit our website www.letstalkscience.ca to learn more about our organization.

POSITION

The Project Manager will oversee the planning, implementation, and tracking and related activities for an inquiry-based science project and related work. The incumbent will be responsible for delivery of the project on time, within budget and in accordance with agreement specifications.

Responsibilities:

- Define the scope of the project in collaboration with senior leadership
- Develop a schedule for project completion that effectively allocates the resources to the activities
- Plan project budget including direct expenses and staffing costs for allocated resources
- Monitor the progress of the project, managing project dependencies and making adjustments as necessary to ensure the successful completion of the project
- Monitor and approve all budgeted project expenditures
- Monitor expense projections and report actual cash flow and variance to senior leadership on a monthly basis.
- Develop and manage contingency reserves to mitigate risk in projected expenses.
- Establish a communication schedule to update stakeholders including external funding agencies on the progress of the project
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards and contribution agreements and secure team member buy in
- Identify and resolve conflicts within project team
- Determine the objectives and measures upon which the project will be evaluated at its completion
- Contract qualified consultants to work on the project as appropriate
- Write reports and supporting documentation on the project, as needed, including progress reporting to funders as outlined in funding agreements
- Working with financial operations representatives to prepare claims, ensuring most likely audit documentation is assembled
- Ensure that all financial records for the project are up to date
- Ensure that the project deliverables are on time, within budget and at the required level of quality
- Evaluate the outcomes of the project as established during the planning phase
- Support organizational project management systems

- Other duties as requested/required that are within the scope of the position

Requirements/Qualifications

- University Degree in a related subject, Project Management Professional (PMP) certification required
- Project accounting experience with government agencies in a leadership capacity
- Social sector experience an asset which might include non-governmental organizations, not-for-profit and/or Indigenous specific or Indigenous led administration
- 10 years of project management experience, with demonstrated success in project delivery and execution of project management methods
- Intuitive grasp of organizational structure in order to manage cross-departmental and cross-disciplinary resource allocation
- Bilingual (English and French) an asset

Skills and Abilities

- Works both independently and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of the initiative and a dynamic and growing organization
- Excellent interpersonal and written, oral and verbal communication skills with an ability to communicate effectively with all types of staff
- Proven leadership skills – positive attitude, persuasive and motivating
- Highly effective negotiation, diplomatic, and conflict resolutions skills
- Working knowledge of Microsoft Excel and ability to learn project management and/or financial software
- Demonstrated ability to create and facilitate meetings, including online, briefings etc. in order to create consensus among stakeholders.
- Excellent organizational, planning and self-management skills accuracy and attention to detail
- Strong problem identification and problem resolution skills

Working Relationships

- Reports to the Vice President, Programs
- Works closely and collaboratively with the Vice President Operations, Manager, Finance, other staff assigned to projects with expertise in program development/delivery and Finance, Communications and Marketing, Research and Evaluation and Digital Platforms
- Works closely with and in support of the members of the Let's Talk Science management
- Interacts with other Let's Talk Science personnel and volunteers throughout the organization
- May represent Let's Talk Science with participating project partners

Let's Talk Science has a mandatory COVID-19 vaccination policy in place. Therefore, it is expected that the successful candidate will produce confirmation of vaccination or proof of a valid human rights exemption.

Interested candidates should submit their resume and cover letter (including salary expectations) quoting "Project Manager" as outlined below by 11:59 pm ET on November 14, 2021 to:

Shawna Agathos
 Human Resource Generalist, Let's Talk Science
 1510 Woodcock Street, Unit 12 London ON N6H 5S1
 Or via email: hr@letstalkscience.ca (please submit all documents in one pdf file)
 FAX: (519) 474-4085

While all applications are appreciated, only those selected for an interview will be contacted.

Let's Talk Science invites applications from all qualified candidates. We are committed to employment equity and building a diverse workforce reflective of Canadian society and especially welcome applications from racialized persons / persons

of colour, women, Indigenous persons, persons with disabilities, LGBTQ2S+ persons and others who may contribute to the diversification of ideas. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations, please contact the Human Resources representative listed above. Please also note that applicants must be legally entitled to work in Canada. We thank everyone for their expression of interest and are truly appreciative of the time individuals put into applying. However, with the limitations on time only those selected for an interview will be contacted.