

JOB POSTING – Project Officer

We believe that great leaders build great cities – and to do it well requires a team of great people. Are you curious, resourceful and have strong organizational skills? Do you also have a passion for building better, more inclusive cities? Consider applying to be a Project Officer at CivicAction!

AN IMPORTANT NOTE: Research shows that women and racialized candidates often only apply to positions when they feel 100% qualified. If you're interested in this role but don't see yourself fully reflected in the requirements of the posting, we still encourage you to apply or reach out to learn more by emailing info@civicaction.ca.

Position Details

Job Title:	Project Officer
Position Length:	Contract (12 months) with possibility of extension
Reports to:	Director – Activation
Salary Range:	\$45K-\$55K with health benefits and 3 weeks paid vacation
Work Environment:	<ul style="list-style-type: none"> While most of CivicAction's work occurs remotely at present, we are working towards implementation of a hybrid workplace that combines both in-office and remote work. CivicAction's physical offices are in downtown Toronto and technology will be provided to support both in-office and remote work. This position will involve some evening and weekend work. Time in lieu is granted for evening/weekend work with prior approval from the position manager.
Start Date:	Summer 2022
Key Skills & Attributes:	<ul style="list-style-type: none"> Strong organization & time management skills including ability to organize and track information, prioritize tasks, determine sense of urgency and still "get stuff done" Strong communications skills including ability to communicate clearly and concisely in both written and verbal formats Strong interpersonal skills including commitment to building strong relationships, demonstrated openness to differing perspectives, comfort with change and excellent team player Commitment to continuous learning including a strong sense of curiosity, willingness to take on new (and sometimes unfamiliar) tasks, and the ability to pivot course when needed
Experience	<ul style="list-style-type: none"> Two to three years of relevant work and/or volunteer experience in the areas of project coordination, event planning and administration is an asset but not required. Interest and/or familiarity with civic/community issues in the GTHA is an asset.

About CivicAction and the CivicAction Leadership Foundation

As one of the premier civic engagement organizations in Canada, **CivicAction** leverages nearly two decades of experience and a network of thousands of stakeholders across sectors to act on the most pressing challenges facing the Greater Toronto and Hamilton Area and beyond. As the charitable arm of CivicAction, the **CivicAction Leadership Foundation** provides high impact leadership programs that open doors, minds & opportunities for young, emerging, and under-represented leaders in the Greater Toronto & Hamilton Area (GTHA).

Position Description

In this role, you will provide logistical, administrative and event planning support across various programs and initiatives. The successful candidate will support in the coordination of program delivery and event logistics; provide administrative and budgeting support; and actively contribute to the design and delivery of organizational activities. Key responsibilities include:

Project Support

- Provide administrative and logistical support in the planning and delivery of new and existing programs
- Serve as a primary point of contact and coordination for program volunteers and stakeholders
- Attend and participate in events and activations related to program delivery (some evening and weekend attendance required)
- Conduct research and analysis to inform the development of content and engagement strategies

Administrative & Financial Support

- Maintain internal databases using Salesforce and ensure that stakeholder information is regularly entered and updated
- Schedule meetings and provide general coordination support as needed
- Maintain financial records and, with the Manager and Bookkeeper, ensure programs budgets are regularly reviewed and align with forecasts
- Track and assess evaluations and key performance indicators (KPIs) across programs
- Using an inclusive customer-focused approach, recommend and implement ongoing improvements to organizational processes

Other

- Provide additional support as needed including research and communications support
- Support fundraising, stakeholder management and communications activities as needed
- Provide advice and insight to Project Managers on program strategy and future growth of programs
- Support the delivery of other CivicAction programs and activities as needed
- Contribute to the development of reports that articulate program results and impact (i.e., grant applications and/or evaluation reports, annual reports, etc.)

[Our Commitment to Inclusive Workplaces & Inclusive Recruitment](#)

CivicAction is committed to equity and inclusion in our workplace and in our recruitment processes. We encourage applicants of all gender identities and sexual orientations, ages, ethnicities, cultures, abilities, and life experiences to apply. Accommodations are available for candidates taking part in all aspects of the selection process.

HERE'S HOW TO APPLY:

Send your résumé and a cover letter in confidence to careers@civicaction.ca by **July 10, 2022 at 11:59 PM EST**. Late applications will not be accepted.

Please ensure the words "Project Officer" are in the subject line.

Only candidates selected for an interview will be contacted.

For more information about the organization and our work, please visit <https://www.civicaction.ca/> and <http://leadership.civicaction.ca/>.