

# Project Manager – Autism Adult Education and Employment Initiative

## Giant Steps

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The Giant Steps Autism Centre includes an elementary and high school program, specialized autism services, adult services and a Resource and Training Centre and the Giant Steps Foundation. The school is a private, publicly funded special education establishment founded in 1980 and recognized by the ministry of education.

Reporting to the Director General of the school, the Project Manager will develop vocational training programs, coordinate the activities between partners, coordinate and train support staff, track progress and manage budgets.

This individual will be the primary person responsible for ...

### **Major Responsibilities:**

#### **Project Management**

- Create an industry-based vocational education program;
- Hire and manage project staff team;
- Coordinate and collaborate with industry partners;
- Manage project budgets;
- Develop project materials;
- Develop communications strategies;
- Plan and execute knowledge translation activities;
- Plan and execute ongoing project evaluation;
- Leads, motivates and manages project teams, applying sound project management methodologies including full work plans, timelines and deliverables;
- Manages multi-disciplinary teams from across the organization to achieve project goals and objectives;
- Supervises the day-to-day operation of all assigned staff including the scheduling, assigning and reviewing of work;
- Develops, recommends and administers the annual budget for the project, and ensures that the project's expenditures are controlled and maintained within approved budget limitations;
- Works with management, sector partners and others to promote innovation;
- Collaborates with stakeholders to gain buy-in and assurance of strategic directions for the organization or Division;
- Provides program leadership to promote excellence in customer service, effective and efficient service delivery models and accountability at all levels of the service experience;
- Develops organizational and strategic awareness with focus on future direction and objectives;
- Develops and maintains the necessary relationships with organizational upper management and as required, to support and sustain the organizational objectives;
- Conducts performance reviews and performance plans for assigned staff;
- Negotiates with executive and senior management, clients and various stakeholders often with competing and conflicting goals, objectives and priorities.
- Manages staff and facilitates effective teamwork, conducts performance reviews and ensure high standards of work.
- Ensures integrated and consistent communications, issues management, and responses to existing and emerging issues.

- Prepares comprehensive reports and presentations Negotiates and builds relationships, working in close collaboration with executives and senior management, clients and various stakeholders across the organization.

### **Communications**

- Develop and maintain media relationships including building and maintaining a media database, media monitoring and reporting
- Create content for project website
- Write and distribute press releases, media advisories, backgrounders, fact sheets, articles, key messages, speeches, PSA's, media pitches and coordinating requests
- Coordinate media relations
- Write policy and industry briefs

### **Qualifications:**

- Post-secondary education required in a relevant field.
- Minimum of 3 years of experience in project management.
- Knowledge of autism, autism services, education and employment sectors.
- Experience with project planning and management tools.
- Proven IT skills.
- The ability to work well independently on several projects concurrently, and possess excellent communication, organizational and creative thinking skills.
- Enjoys and is proficient in social media communications.
- Exceptional organizational and time management skills.
- Action-oriented; a strong and efficient problem solver and able to make appropriate decisions and take action when needed.
- Strong attention to detail.
- Strong writer in both English and French.
- Positive attitude and ability to be a team player with an attitude of service.
- Able to clearly articulate messages in written and verbal communications in both French and English.
- Display integrity, objectivity, confidence and commitment to excellence.
- Experience and comfort in public speaking and presentations in both French and English.
- Must successfully complete a Criminal Record Check.
- Extensive experience directing and ensuring successful project planning, design, development and implementation of large-scale multi-division, multi-year transformational projects according to the governance process, policies, and project management practice.
- Considerable experience implementing enterprise-wide change and transformation initiatives.
- Experience driving projects with senior leaders, executives and all stakeholders to help reach project goals.
- Experience with recruitment selection processes, and handling labour relations issues, performance reviews, and training and supervision of assigned staff.
- Experience preparing reports and presentations.
- Proven ability to foster the development of an organizational culture that focuses on delivering exceptional customer service.
- Strong verbal and written communication skills with the ability to communicate effectively at all organizational levels and establish effective working relationships.

### **Application procedure**

This position is an annual contract (1 year) – Project term 27 months.

Please send a cover letter and resume to the attention of Seiun Thomas Henderson (Director General) at [reception@giantstepsmontreal.com](mailto:reception@giantstepsmontreal.com)

Application Deadline: May 13<sup>th</sup>, 2019

We appreciate the interest of all applicants, however we will only contact those invited for an interview.

**For more information about Giant Steps, please visit: [www.giantstepsmontreal.com](http://www.giantstepsmontreal.com)**