



CLEO

Community Legal Education Ontario
Éducation juridique communautaire Ontario

Job Posting

Project Manager (ONCA Project)

Community Legal Education Ontario/ Éducation juridique communautaire Ontario ("CLEO")

CLEO is seeking a senior Project Manager to manage and coordinate all aspects of CLEO's project, "*Preparing for the ONCA: Legal Information and Tools for Ontario Nonprofits*".

Description of project:

CLEO (www.cleo.on.ca) is a community legal clinic that provides public legal education and information for low-income and disadvantaged communities across Ontario.

Preparing for the ONCA is a CLEO project, funded by the Province of Ontario, to help nonprofits across Ontario prepare for and comply with the new Ontario Not-for-Profit Corporations Act (ONCA). This project will assess needs, conduct outreach, and develop and provide legal information, tools and assistance to help nonprofits to understand the new Act and the changes that will be necessary to bring their corporate documents and affairs into conformity with it.

Description of position:

The Project Manager will play the lead role in developing and carrying out all aspects of the project. The successful candidate will be an experienced and versatile self-starter with a proven track record in project management, preferably in the non-profit sector.

Specific responsibilities include:

- Coordinate all aspects of the day-to-day work of the project
- Carry out a needs assessment and prepare the needs assessment report and project plan
- Develop and play a principal role in preparing or coordinating project materials and tools, presentations (in-person and online webinars), website, etc.
- Identify, retain and manage appropriate writing and clear language services, translators, graphic and design services, web developer and design services, and other professional services as needed
- Communicate with and respond to inquiries from nonprofit organizations throughout Ontario, and set up, present, and/or participate in meetings and workshops across the province (as the budget permits)
- Oversee the development of and implement a communications and outreach strategy for the project
- Coordinate and liaise with part-time legal coordinator and lawyers working on the project
- Liaise with legal experts, Ontario Government staff, the Ontario Nonprofit Network (ONN), the ONCA Implementation Committee, and others as appropriate
- Create systems for monitoring and evaluating the project, its progress, and outcomes
- Monitor project expenses
- Draft reports, documentation, and correspondence as needed
- Travel within Ontario on occasion
- Perform other tasks as required

Demonstrated experience, skills and knowledge:

The Project Manager must possess a *high* level of the following skills, expertise and experience:

- Project management skills, including the ability to create a project plan from inception, monitoring and evaluating against target measures, retaining professional services, budgeting, and reporting
- Ability to work on and manage multiple project tasks and excellent time management skills
- Experience with conducting needs assessments, or relevant research experience
- Knowledge of the Ontario nonprofit sector and nonprofit governance
- Superior level of written and oral communication skills
- Experience with or solid understanding of an array of online communication and social media vehicles
- Experience in public legal education, or relevant communications experience in reaching the public or sectors of the public with substantive information
- Experience in community engagement or outreach, or relevant experience in building networks, coalitions, or teams
- Legal training or relevant policy analysis experience that would indicate the ability to grasp and analyze complex concepts
- Experience working or volunteering in the Ontario nonprofit sector

Specific qualifications:

- At least five years of relevant experience as a director, manager, or coordinator of a complex project in the nonprofit sector
- Proven track record in working successfully with community organizations and networks
- A Masters degree or equivalent in a field relating to public administration, public policy, nonprofit management, communications, information management or other relevant field
- Law degree or education in a legal field an asset
- Valid driver's license an asset

Terms:

- This is a fixed term contract position from June 1, 2013 to June 30, 2014. There is the possibility that the contract would be renewed for a second term.
- The position is 4 days per week (0.8 FTE).
- **Full-time** salary range for this position is \$70,000 to \$74,000 per year; the salary will be prorated to 0.8 FTE.
- The incumbent will work from CLEO's office in Toronto.

Please submit your resume and cover letter in Microsoft Word format by email only, no later than **April 30th, 2013**, to cleo@cleo.on.ca.

Candidates will be contacted in May 2013 if they have been selected for an interview. While all applications are considered, only those applicants to be interviewed will be contacted. No phone calls please.

CLEO is an equal opportunity employer and encourages candidates from equity-seeking groups to apply.