



PROJECT MANAGER

1 Full Time Contract Position (1 Year)
INTERNAL/EXTERNAL POSTING

DATE: April 30, 2021
DURATION: One year (with possibility of extension)
LOCATION: Downtown Toronto

LOFT Community Services is a unique and dynamic charitable organization that supports people living with complicated issues such as mental and physical health challenges, substance abuse, poverty and homelessness. Serving over 5300 people and providing 1654 units of supportive housing last year, LOFT is one of Ontario's largest mental health service providers of its kind. In 2018 LOFT was a Nonprofit Employer of Choice™ Award (NEOC) recipient.

To help fulfill its mission, LOFT is hiring a **Project Manager**.

JOB SUMMARY:

As part of the Project Management team, you will focus on implementing and integrating new services, quality improvement and strategic initiatives. You will manage a wide range of activities designed to implement, research, pilot, document, measure and establish best practices which improve client outcomes, system integration, and benefit communities. A key component of your work will involve interactions with multiple Health Service Providers along with Hospitals, Housing Providers and Ontario Health. This position holds a leadership support role on projects and contributes to the achievement of the overall goals and objectives of LOFT's services. Strong project management, interpersonal and relationship building skills are central to the position.

Responsibilities:

- Planning, designing, implementing and evaluating key projects identified to achieve organizational priorities and quality improvement
- Applying project management principles in introducing new services or modifying existing services to ensure well-coordinated execution with quality assurance
- Collecting and reporting data as an ongoing requirement for TC and Central LHINS
- Operational planning and support across programs to address opportunities for growth and improvement; and in refining processes and procedures
- Assisting Program Directors in developing and monitoring annual budgets
- Translating and communicating knowledge by producing comprehensive materials reflective of LOFT's innovation and impact
- Conference submissions to spread best practices and outcomes developed at LOFT

***Note:** A satisfactory vulnerable sector check (VSC) is a requirement of employment.*

QUALIFICATIONS:

- Graduate degree in Business Administration, Health Administration or equivalent specialization
- 5+ years demonstrated project management experience.
- Strong project management skills and proven record leading projects
- Project Management Professional certification is an asset
- Experience in collaborative work or partnering in non-profit environment.
- Critical appraisal skills, able to see “big picture” and recognize implications on the broader health care system, CSS/MHA and Behavioural service sectors and local service delivery
- Highly effective oral and written communication skills.
- Experience working independently and in teams.
- Ability to implement program plans, prioritize projects and achieve successful results.
- Ability to balance competing demands and use sound judgment.
- Strong computer skills in Word, Excel and PowerPoint
- Demonstrated ability to foster positive relations and work with a broad range of people and service providers
- Ability to exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Sensitive to working with people of diverse cultural, age and economic backgrounds and marginalized individuals with an understanding of cultural competency and framework
- Valid drivers’ license; and access to a vehicle for work
- Understanding of cultural competency and anti-oppression framework
- Reflective of a multi-barriered group, as serviced by the program, a strong asset

COMPENSATION

- Your compensation will be determined by the experience and skills you bring to the team. LOFT uses a tiered salary structure ranging from \$64,692 – \$86,290 a year; the correct tier for your candidacy will be discussed in the interview process
- Group Benefits Plan after 6 months

TO APPLY: Send resume with cover letter to Human Resources, **Email:** hr@loftcs.org

LOFT Community Services is committed to fostering an inclusive and accessible environment and dedicated to building a workforce that reflects the diversity of the community in which we live and serve. LOFT is committed to making employment opportunities accessible in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Requested accommodation will be provided in all parts of the application and hiring process by contacting humanresources@loftcs.org or (416) 979-1994.

We welcome and encourage people from equity-deserving communities and intersecting identities to apply for this position.

PLEASE INCLUDE: “PROJECT MANAGER” IN THE SUBJECT LINE OF ANY EMAILS.

CLOSING DATE: May 10, 2021

We thank everyone who applies. Only those selected for further consideration will be contacted.