

Help Change Realities and Transform Futures

The Arrowsmith Program is looking for a Project Manager to help lead projects and improve the organization's project skills. Project types are varied and include software development, process improvement, technology selection and implementation, facilities improvement, and more.

The ideal candidate has experience dealing with varied projects ranging in duration from a month to several years, can communicate effectively with stakeholders at all levels of an organization, and is passionate about how project management improves organizational effectiveness. Through the promotion and use of flexible project methodologies, the Project Manager has the opportunity to actively contribute the Arrowsmith's evolution and growth.

Be part of a team that is passionate about its mission of helping people through neuroplastic change, especially when applied to learning difficulties. More details about Arrowsmith can be found [here](#).

Position Objective

The Project Manager is responsible for directing, organizing, and controlling project activities throughout the Arrowsmith Program organization. Specifically, the position's objective or mission is to assist in the planning, implementation, and tracking of specific short- and long-term projects which have a beginning, and end, and specified deliverables.

Employment Conditions

Reporting to the Program Development Leader, the Project Manager will work in a full-time capacity of approximately 40 hours per week, usually within our standard hours of 8:30am to 5:00pm Monday to Friday. Flexible start and end times based on customer and staff requirements may be agreed to between the Project Manager and the Program Development Leader, and some work-from-home days can be accommodated.

Education and Training Required

Essential: Post-Secondary education, Microsoft Office competency, Project Management software competency, Project Management certification

Desirable: University education, Competency in Liquid Planner

Experience Required

Essential: Experience in project management or coordination in a company and team setting, leading projects and subject-matter experts through information-gathering and meeting-facilitation techniques

Desirable: Experience with software-development projects, Agile development techniques, academic research and publication practices, and/or online collaboration tools like SharePoint



Other Information about the Role

Key Accountabilities for the Project Manager will include Project Planning, Project Execution, Project Tracking & Documentation, Continuous Improvement, Implementation and contribution to policies & procedures, and Commitment to the Arrowsmith vision.

Significant Interactions will involve Arrowsmith Program staff and site administrators, Arrowsmith Schools' staff, parents, and students, IT and Software service suppliers, and other vendors and partners as required.

About this Job Posting

Date opened: February 23, 2021

Expected closing: March 31, 2021

To apply, please send a cover letter and resumé to hr-projectmanager@arrowsmithprogram.ca. Due to the expected volume of responses, we will only be able to contact people to schedule interviews.