



India Rainbow Community Services of Peel (IRCS)

JOB POSTING

Job Position:	Special Projects Coordinator
Program:	Health Services
Status:	Monday to Friday – 35 hrs per week <i>(1 year contract position, with the possibility of an extension)</i>
Location:	Mississauga with travel around Peel & some work in York region
Compensation:	\$24.00 – 26.00 / hour

India Rainbow Community Services of Peel (IRCS) is a charitable, non-profit, community based organization. Our services are non-religious and non-political. Our mission is to provide culturally and linguistically appropriate services to the Peel immigrant community, enabling integration and supporting their settlement, social services, health, and educational needs.

Position Summary:

Under the direction of the Director – Health Services, the incumbent will support the work of the Health Services program in the development and implementation of sustainable and strategic projects.

Responsibilities and Duties: *(but not limited to)*

In conjunction with the Director – Health Services is responsible for:

- Coordinating, tracking and implementing all phases of multiple special projects from initiation to evaluation. (E.g. Senior's Housing, Volunteer Management, Accreditation, Quality Improvement, Funding Proposals, Social Enterprise and other projects)
- Assisting and leading the planning, execution and evaluation of projects according to a predetermined project vision, timeline and budget.
- Mobilizing innovative change management strategies and liaising with key team members and stakeholders to support successful project completion.
- Data analysis (qualitative and quantitative) to help with project evaluation and generating recommendations, and drafting reports.
- Managing all project documentation, project schedules, plans and budgets.
- Coordinating project meetings and maintaining project timelines calendar.
- Keeping applicable stakeholder group and the project team informed about project status and issues that may impact the project's completion.
- Attending departmental or executive team meetings and assisting with determination of project requirements.
- Effectively and accurately communicate relevant project information to stakeholders and project team.
- Gathering lessons learned and documenting potential improvements/quality improvements, after the project is closed
- Measuring the relative success of the project.

Qualifications and Skills:

- Bachelor's Degree in Health Services Administration, Business Administration or relevant discipline. Master's degree preferred.
- Minimum 3 - 5 years related experience in managing strategic initiatives with a wide range of stakeholder groups.
- Experience implementing complex projects within a community services/human services setting would be an asset.
- Demonstrated comprehensive knowledge of project management principles and methodologies, quality improvement, business analysis and ability to implement, as well as coach team members on these skills.
- Extensive computer skills and proficiency in Microsoft Office (Word, Excel, PowerPoint, Email).
- Demonstrated ability to effectively monitor budgets and execute project plans within stringent timelines.
- Extensive understanding of available resources for projects and applicable stakeholder groups, provides feedback and detailed analysis on project processes and makes recommendations as required.
- Demonstrated ability to utilize initiative, vision, independent thinking and creative problem-solving abilities to implement project plans and realize project completion.
- Demonstrated ability to utilize effective facilitation, persuasion and negotiation abilities to achieve consensus, resolve conflict and achieve desired outcomes.
- Demonstrated excellent written and oral communication skills (experienced in conducting presentations, writing project plan, funding applications, policies & procedures, ability to communicate complex information clearly and succinctly) and strong analytical and problem-solving skills.
- Demonstrated proficiency in time management, ability to work effectively under time pressure to meet deadlines, balance work priorities and resolve problems in a timely and tactful manner.
- Demonstrated ability to relate to and work with employees at all levels of organizations, including within the community services/human services/health services field.
- PMP certification is an asset.
- Ability to work flexible hours including evenings, weekends and to work from any one of IRCS's sites.



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- Valid Driver's License with own transportation a must.
- Current Criminal Record Check including Vulnerable Screening will be required.

Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to hr@indiarainbow.org by 4:30pm, June 24th, 2015. Please ensure your application email has the subject heading of 'Special Projects Coordinator - (insert your name)'

This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

India Rainbow Community Services of Peel is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. No phone calls please.