

Position Description: Project Lead

Job title	Project Lead
Reports to	Executive Director
Annual Salary Range¹	\$45,000 to \$60,000

Job purpose

We are seeking a project lead to address transportation barriers for survivors in rural, remote, and northern communities to increase survivors’ access to services, and achieve economies of scale. You understand the needs of rural communities and have a solid understanding of domestic violence. This is a term position with the potential of becoming permanent.

Duties and responsibilities

- Consult with ACWS members and other community partners on transportation barriers and needs in rural, remote, and northern communities, to identify existing initiatives and options.
- Through consultation and a literature review, identify current best practices and promising programs that could be piloted in select communities across the province.
- Bring together project partners to pilot effective approaches to addressing transportation barriers. Results from the pilots would then be applicable to similar regions.
- Develop a business case for a sustainable program.
- Perform day-to-day project management duties relating to project design, documentation, meetings, reporting, and evaluation.
- Initiate and move the project plan forward.
- Act as the primary contact for project-related communications.
- Prepare project reports for related funders.
- Monitor project progress and provide timely updates to the Executive Director.
- Prepare content for project webpage and social media postings.
- Prepare project documentation and research reports for management review.
- Work with the Executive Director and Manager of HR, IT, and Finance to prepare project plans, budgets and schedules.
- Organize meetings to discuss project status and issues with relevant participants.
- Ensure all project participants and funders have current, up-to-date, timely and relevant information.
- Inform ACWS staff and members of project progress, findings and training opportunities.
- Support the dissemination of results through conference presentations, published articles and journals.

¹ Based on a 37.5 hour week

Qualifications

Qualifications for this position include:

- An Undergraduate Degree with a minimum of two years' experience in a professional environment (corporate or charitable organization). A combination of education and professional experience will be considered.
- An understanding of domestic violence, shelter operations and survivor needs.
- Knowledge of Excellent computer skills (MS Office, Internet) including online meeting platforms.
- Experience in project support and management.
- 3-5 years general work experience in a fast-paced, growth-oriented organization.
- Prior success working closely and building relationships with diverse groups of people.
- Comfort addressing any issues directly.
- Proof of registration, liability insurance and good standing if eligible for professional registration with a provincial governing body.
- ACWS is a public-facing organization and there is the potential to receive calls where individuals are in crisis or seeking support/resources. Comfort and competence in responding to these calls is required.

Core Competencies

- Excellent attention to detail
- Navigates Microsoft Office 365 applications with ease
- Demonstrates excellent interpersonal communication skills including maturity and personal mastery when dealing with colleagues and the public
- Demonstrates strong telephone and online communication skills
- Is comfortable communicating and working in collaboration with people with various backgrounds, experience, and skill sets
- Consistently presents in a professional and friendly manner
- Coordinates multiple requests, sets priorities, and meets deadlines with ease
- Functions well with little supervision and works well in both collaborative and independent work environments
- Understanding of gender-based analysis and violence against women
- Competent with technology including online meeting formats and audio-visual equipment
- Contributes to the organizational well-being of ACWS
- Experience in transportation planning is an asset

Working conditions

Work will include a combination of distanced, scheduled time in the office. Working a 20-hour week, Monday to Friday, during regular office hours (8:30 am - 4:30 pm). Some travel may be required.

Physical requirements

This position requires spending significant periods of time working at a computer and talking on the telephone. All staff are required to be fully vaccinated for COVID-19.

Direct reports

- This position has no direct reports