



EMPLOYMENT OPPORTUNITY

Project Manager

Chatham-Kent Children's Services serves the children and families of the Chatham-Kent Municipality and includes child protection, children's mental health, child development and prevention.

Chatham-Kent Children's Services is an accredited multi-service agency that responds to the unique dynamics of our families. We support the well-being and safety of our children and their families through evidence-based practices and collaboration with community partners. Together, CKCS' employees strive to foster an environment that encourages positive growth, professional development and progressive change.

Chatham-Kent has a population in excess of 110,000 and is ideally situated mid-way between Windsor and London on the shores of Lake Erie.

Chatham-Kent Children's Services requires a **Project Manager** available to start as soon as possible. This is a **full-time (70 hours bi-weekly), contract position** for the duration of **one (1) year**.

Reporting to the Executive Director, the Project Manager will provide day to day project management and oversight to the related organizational projects to execute solutions, attain key organizational performance improvements, and/or reduce organization business risk. This responsibility will include the planning, monitoring, evaluation, and management of projects to support and enable the achievement of strategic and business goals and objectives. The Project Manager will represent Chatham-Kent Children's Services, working closely with both internal and external partners from project initiation through closing that will promote an environment of collaboration, innovation, and the advancement of organizational endeavors.

The Project Manager will provide expert advice to Chatham-Kent Children's Services staff and management on all matters related to critical projects and champion the effective and consistent application of best practice, policy and process.

Qualifications:

Post-Secondary education in health administration, finance, health/community planning, business administration, policy development, communications, research, or a relevant field with three (3) to five (5) years of experience; current Certified Project Manager Designation (PMP) required; three (3) to five (5) years' advanced planning and integration experience; three (3) to five (5) years leadership experience in a similar environment; three (3) to five (5) years' experience and demonstrated success in project administration/management and project management methodology, including the use of project management software; five (5) years' experience with Microsoft Office tools (Word, Excel, PowerPoint, Outlook, etc.); exercises tact and discretion in handling sensitive and confidential information and issues; experience managing and mitigating complex, high impact risks; experience developing and managing internal and external stakeholder relationships; experience leading and building collaboration as a leader and project team member; excellent teamwork and project team development skills, maximizing the use of individuals' skills; strong critical thinking and problem-solving skills; excellent written communication skills to prepare clear and concise reports which will support effective decision making and priority setting for project and organizational leaders; and French language capability an asset.

Salary Range: Supervisor Pay Grid 4

Please submit your resume by **4:30 pm** on **Friday, January 31, 2020** quoting the posting number to:

Human Resources
Fax: (519) 351-7496
Email: hr@ckcs.on.ca

January 10, 2020

Posting PM-2020

Only those candidates selected for an interview will be contacted.

Chatham-Kent Children's Services is committed to providing accessible employment opportunities. Should you require accommodation for a disability during the hiring process, please contact Human Resources at 519-358-4155.

**Strengthening
Children and Families
for a better future.**