



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/06/30

Programs Manager (Bilingual)

Job ID	382603-1-4503	
Web Address	https://careers.indigenous.link/viewjob?jobname=382603-1-4503	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-06-28	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada. In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our next chapter. The team

The Ted Rogers School of Management's Diversity Institute at Toronto Metropolitan University was founded in 1999 to improve equity, diversity and inclusion practices in organizations. The Diversity Institute develops customized strategies, programming, and resources to promote new, interdisciplinary knowledge and practice about diversity with respect to gender, race/ethnicity, Indigenous peoples, abilities, and sexual orientation. It collaborates with industry, government, not-for-profits, and academics.

Ted Rogers School of Management at Toronto Metropolitan University (TRSM) is developing collaborative, creative leaders who will drive 21st century business forward while making a positive impact on society. Home to nearly 10,000 students and more than 250 industry-connected faculty, TRSM is Canada's leading diverse, entrepreneurial business school centred in an urban learning environment. TRSM offers 12 Bachelor of Commerce degrees, two Bachelor of Health Administration degrees, the Ted Rogers MBA, Professional Masters Diplomas, Executive Education courses, and a Masters of Science in Management. TRSM is also home to 15 innovative research centres, institutes and labs www.TorontoMetropolitan.ca/tedrogersschool.

The Opportunity

Are you a #bold communicator who has project management skills Are you passionate about supporting diversity initiatives, women entrepreneurs across the country and research Are you fluent in French and English and have experience in producing impeccable material in both languages If so, you will want to find out more about the Programs Manager role in the Diversity Institute. The Programs Manager develops and manages projects and communication activities for the Women Entrepreneurship Knowledge Hub (WEKH). They plan, monitor and track projects and activities from inception through execution phases to closeout. The Programs Manager consolidates and distributes findings. They provide administrative support to Committees, Consortium Partners, stakeholders and working groups on

program-related activities. The Program Manager develops tools, processes and systems to support grants administration.

Leadership Competencies
Acts with Integrity: Demonstrates behaviors aligned with high ethical standards and personal integrity and acts in accordance with TMU values.
Builds Relationships of Trust & Collaboration: Actively builds a culture of trust and fosters meaningful relationships.
Leads Inclusively: Creates an inclusive environment where everyone is respected, recognized, empowered to achieve their potential, and valued for their differences.

Demonstrates Organizational Acumen: Understands and respectfully navigates complex internal and external environments using sound judgment, diplomacy, and tact.

Drives Vision & Results: Creates and implements a vision grounded in sound decision-making to achieve desired outcomes.

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of a post-secondary degree in the Arts, Business or Public Administration, or a related field;
- A minimum of five (5) years in a similar to project management role, involving managing and coordinating projects.
- Project management skills, PMP certification is desirable but not essential;
- Bilingual in French and English.
- Experience supervising staff in a unionized environment.
- Knowledge of project management theory, principles and practices.
- Knowledge of project management cycle and execution.
- Superior written and oral English and French communication skills.
- Strong financial and business management skills, including the ability to draft budget proposals, forecast expenses and monitor relevant contract accounts.
- Computer proficiency and knowledge of computers and various software application packages (e.g. Word, Excel, Access, Microsoft Project, e-mail, PowerPoint, Google Apps, etc.).
- Proficiency in social media communication platforms and tools.

Additional Information

Position Number(s) 20005121

Reports To Executive Director, Women Entrepreneurship Knowledge Hub

Department Diversity Institute

Vacancy Type TERM

Employee Group MAC

Work Location Hybrid

Start Date ASAP

End Date 1 year from start date (Possibility of extension subject to available funding)

Hours of Work 36.25

Grade C42

Salary Scale \$68,719 - \$109,773

Hiring Salary Range \$68,719 - \$89,246

TA Specialist Claudiu Filimon

Posting Date June 28, 2024

Application Close Date July 5, 2024

- An equivalent combination of education and experience may be considered.
- As part of the selection process, candidates may be required to complete an occupational assessment. Applications will only be accepted online through Toronto Metropolitan University's career site.
- Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment,

beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please submit your request through the AskHR webform. All information received in relation to accommodation will be kept confidential.

The PerksThere is something for everyone! Employees are eligible for many benefits, services, and discounts that Toronto Metropolitan University has to offer:

- Mid-year break that provides two weeks of paid time off in addition to your vacation.
- Group benefits include health and dental, employee and family assistance programs (EFAP), and more.
- Tuition waiver for eligible employees and their spouse and/or dependent(s) and Tuition Rebate for eligible employees.
- Toronto Metropolitan University Retirement Planning: A defined benefit pension plan.

For more information, visit [Toronto Metropolitan University for Programs Manager \(Bilingual\)](#)