



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

Project Coordinator, School of Medicine

Job ID	382605-1-4762	
Web Address	https://careers.indigenous.link/viewjob?jobname=382605-1-4762	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-06-27	To: 2050-01-01
Job	Type: Full-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. About the School of Medicine It's time to transform medical education. Toronto Metropolitan University's School of Medicine will be designed from the ground up to shift the paradigm of healthcare delivery and improve the well-being of individuals, families and communities. With a community-driven, intentionally inclusive approach, the new school will train doctors whose cultural awareness and humility are as crucial as their medical skills. Led by Dr. Teresa M. Chan, a forward-thinking educational leader, TMU's School of Medicine will draw on the university's commitment to community, equity, and innovation to address rapidly changing healthcare needs. The school will train a new generation of physicians who are ready to learn, to adapt, and ultimately to be agents of change.

The Opportunity

Working in a fast-paced environment, the Project Coordinators will oversee the daily coordination of project execution and implementation activities to support planning for the School of Medicine. Under the supervision of the Director, Strategy & Project Management Office in the medical school, the Project Coordinators will plan, modify, schedule and monitor project activities as well as correspond with internal and external partners and stakeholders. The successful candidates will provide administrative and analytical support to ensure the successful completion of projects. Key responsibilities:

- Oversees, coordinates and communicates on project implementation plans
- Prepares reports, syntheses, presentations, briefs, and correspondence aimed at a variety of stakeholders, including senior leadership
- Supports committees and working groups.
- Organizes consultations, meetings, briefing documents and meeting materials including preparing agendas and meeting summaries.
- Conducts and supports research including producing syntheses and summaries, cleaning data and analyzing

information to obtain insights.

- Provides project administration and analytical support
- Develops and maintains databases for information storage

Qualifications

- Completion of a post-secondary degree program in project management, business management, healthcare administration or a related field.
- Minimum of 3 years of project coordination experience in a similar role.
- Demonstrated commitment and experience implementing values of Equity, Diversity, Inclusion and Accessibility (EDIA) and Reconciliation, Decolonization & Indigenous Resurgence (RDIR) in your work.
- Demonstrated ability to include diverse perspectives and experiences, and work with diverse communities.
- Demonstrated self-awareness, in terms of understanding their own culture, identity, biases, prejudices, power, privilege and stereotypes
- Ability to work independently and as an effective team-member, with a demonstrated ability to take initiative and exercise sound judgment.
- Experience working on complex, strategic initiatives in a post-secondary, healthcare, or similar setting
- Experience preparing, interpreting and scheduling implementation plans with project management tools (including applications) and concepts.
- Experience with multi-stakeholder communications and ability to maintain relationships.
- Outstanding communication (oral and written skills)
- Strong interpersonal skills, organizational and time management skills.
- Experience with database applications.
- Demonstrated knowledge of computer skills, including MS Office and Google Suite.

Additional Information

Position Number(s) 20004968, 20003847

Reports To Director, Strategy & Project Management Office

Department School of Medicine

Vacancy Type TERM

Employee Group MAC

Work Location Hybrid

Start Date ASAP

End Date 1 year from start date

Hours of Work 36.25

Grade C41

Salary Scale \$61,632-\$98,450

Hiring Salary Range \$61,632-\$80,041

Posting Date June 26, 2024

Application Close Date July 14, 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.
- 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, starting 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.

For more information, visit Toronto Metropolitan University for Project Coordinator, School of Medicine