



# 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.

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# Job Board Posting



Careers.Indigenous.Link

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## Senior Project Manager: Indigenous Community National Engagement

<b>Job ID</b>	<b>EC-D1-04-8A-BA-9F</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=EC-D1-04-8A-BA-9F">https://careers.indigenous.link/viewjob?jobname=EC-D1-04-8A-BA-9F</a>
<b>Company</b>	Argyle Public Relationships
<b>Location</b>	Toronto, Ontario
<b>Date Posted</b>	From: 2018-12-10 To: 2019-06-08
<b>Job</b>	Type: Full-time Category: Miscellaneous
<b>Job Start Date</b>	February 4, 2019
<b>Job Salary</b>	Competitive Salary, Commensurate With Experience
<b>Languages</b>	English Mandatory With Bilingualism Or Trilingualism (French/Indigenous Languages) An Asset

### Description

This is a unique, exciting, and challenging opportunity to work with three of Canada's leading Indigenous child rights experts and Argyle, one of Canada's largest independent communication firms, on a year-long, national Indigenous community engagement process. This work will help inform the creation of a new organization that will fill a critical gap for Indigenous, Metis, and Inuit people across Canada, in particular those who are survivors of the Sixties Scoop.

As the Senior Project Manager, you will coordinate and help implement all aspects of a national engagement process including:

- leading outreach to Indigenous community groups and associations across Canada and liaising with community leaders to inform the engagement process, with support and direction from Engagement advisors;
- managing day-to-day correspondence and community relations for the engagement process. This includes community management of Facebook group and other social channels as required; managing, vetting, and "as appropriate" directly responding to all phone and email inquiries; as well as recommending and drafting responses on behalf of Engagement advisors;
- manage the RSVP process for the Engagement process, and help ensure each session is prepared to accommodate participants and their needs;

• liaising with mental health supporters and supporting their arrangements for attendance at each session;

• supporting logistics for the process including, but not limited to, sourcing venue and catering options, vendor management, and accessibility requirements

• supporting engagement meetings and sessions across the country as the main, on-site point of contact for communities and participants.

• manage the critical path for the process and ensure the project stays on time and within its budget envelope, with support and direction from project staff;

Embedded within Argyle's Public Affairs team, the role will report to Argyle's Vice President of Corporate and Public Affairs, with accountability to and direction from the Engagement process advisors and Working Group.

The successful candidate will work closely and collaboratively with Argyle's team of communication, public engagement, and digital experts to deliver on the Engagement Working Group's mandate and goals. The Senior Project Manager will be well-supported by a dedicated team of professionals committed to this project.

The role can be based in Toronto (within Argyle's head office), or the qualified candidate can work remotely. Regardless of location, the role will require regular travel within and across Canada.

### Experience

• Experience working with Indigenous communities and a strong Indigenous network, preferably across Canada

• Strong knowledge of Indigenous issues, specifically those surrounding child and family services

• At least 5 years of relevant work experience, ideally in project management roles with a national mandate

• Strong project management skills that reflect the ability to perform and prioritize multiple tasks seamlessly with strong attention to detail

• Experience managing within project budgets and timelines

• Excellent professional written and oral communication skills

• Strong computer skills and ability to adapt quickly to new software and applications

### Education Requirements

Post-secondary degree or an equivalent combination of formal training and experience

### Essential Skills

• A confident and personable self-starter with the ability to effectively manage multiple priorities and deadlines in a dynamic, entrepreneurial, team-based working environment;

• Super-organized and detail-oriented;

• Strong interpersonal skills including the flexibility and patience to interact with people of different perspectives and communication styles in a professional and compassionate manner; ability to effectively deal with conflict;

• High levels of integrity and professionalism, with a strong work ethic;

• Ability to work independently and collaborate as part of a team;

â€¢ High-level of passion, energy, and creativity.

**Work Environment**

This is a 12-month contract (including a three-month probationary period) with the potential to transfer to a permanent role based on performance and operational capacity.

The role is full-time (37.5 hrs/week) and will require the flexibility to work weekends and evenings as required. A competitive salary, commensurate with experience, will be offered to the successful candidate.

While self-identifying Indigenous candidates will be given preference, we encourage all qualified candidates to apply.

**How to Apply**

Please submit resume and cover letter, along with three recent professional references, to: [recruiting@argylepr.com](mailto:recruiting@argylepr.com)