



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.Link's 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
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/25

Lead, Operations and Stakeholder Engagement

Job ID	372253-1-4237	
Web Address	https://careers.indigenous.link/viewjob?jobname=372253-1-4237	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2023-02-03	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University 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. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter. The team TMU's Faculty of Arts connects academic excellence with relevant results, encouraging active and critical minds. We stimulate awareness for better understanding through examination of the past and present, both locally and globally. Through collaboration and inclusion — of diverse ideas, people, and cultures — we inform innovative policy and drive positive change for community and individual empowerment. Housed within the Faculty of Arts, the Democratic Engagement Exchange (The Exchange) builds partnerships with academic institutions, community organizations and government agencies to create tools and champion policies and programs that promote a more inclusive democracy. Learn more about Democratic Engagement Exchange at engagedemocracy.ca, external link.

The Opportunity

The Exchange is looking for a Lead, Operations and Stakeholder Engagement to join our team to expand our reach and deepen our impact. The ideal candidate is an

independent, self starter who shares a passion for engaging communities and building a vibrant democracy. You will report to and work closely with The Exchange's director. You will also collaborate with the Faculty of Arts team at TMU and work with community organizations and election administrators across Canada. As Lead you will

- Drive The Exchange's democratic engagement initiatives by developing and implementing detailed project plans;
- Grow and strengthen The Exchange's network of partners by supporting and corresponding with internal and external stakeholders;
- Support the Exchange's communications efforts by coordinating and reviewing external communications, including reports, newsletters and other marketing materials;
- Ensure the successful daily operations of The Exchange, including overseeing day-to-day financial and administrative activities.

Additional responsibilities include:

- Assigning and coordinating roles and responsibilities for career boost, student RA's, and volunteers for various projects.
- Creating and maintaining databases for the storage and retrieval of contacts, information, and records.
- Evaluating and regularly reporting on projects to identify opportunities for increased efficiency and providing recommendations on resource allocation, cost implications, and project adjustments, etc.

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 program in project management, business management or a related field.
- Minimum of 3 years of project and budget coordination experience in a similar role.
- Experience preparing, interpreting and scheduling implementation plans with project management tools and concepts.
- Experience with multi-stakeholder communications and ability to maintain relationships.
- Strong interpersonal and communication (oral & written) skills.
- Strong organizational and time management skills.
- Demonstrated knowledge of project management applications, computer skill, including MS Office and Google Suite, as well as administrative, client service and research skills.

Additional Information

Position Number(s) 20003778
Reports To Senior Advisor, Democratic
Engagement Exchange
Vacancy Type FTCE
Employee Group OPSEU
Start Date ASAP
Hours of Work 36.25
Grade and Step 11
Salary Scale \$66,620 to \$79,548 (hiring range up to \$72,798)
HR Advisor Mylene Barrette
Application Close Date February 16, 2023

Qualified OPSEU candidates will be considered before members of other employee groups.

Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis. 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 careersite. 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 contact hr@torontomu.ca. All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Lead, Operations and Stakeholder Engagement