Project Manager

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Grant & Trust Professional

Project Manager

Live Work Well Research Centre, College of Social and Applied Human Sciences

Temporary full-time from December 5, 2022 – December 4, 2024
Hiring #: 2022-0749

Please read the Application Instructions [1] before applying

Reporting to the Director or designate, Live Work Well Research Centre, College of Social and Applied Human Sciences, the Project Manager (PM) provides leadership and support for the day-to-day activities of the Engendering Disability-Inclusive Development (EDID) partnership, a 7-year SSHRC-funded research partnership working in four countries (Canada, Haiti, South Africa and Vietnam), as well as the complementary WAGE-funded Canadian Feminist Disability Coalition. The PM initiates, develops, arranges, and supports project-wide activity coordination; partner relations; budgetary oversight and financial reporting; and personnel management.

In strategic engagement with all the partners as well as internal and external stakeholders, the Project Manager will manage and support the research, knowledge mobilization and communication work within the EDID and CFDC partnerships. The Project Manager will work to raise the profile and impact of the EDID partnership internally and externally and support the development of a strategy for long-term partnership sustainability. The Project Manager will work and coordinate with the staff of the Live Work Well Research Centre.

Requirements include a master’s degree in Development Studies, Sociology, Public Policy, Political Science, Critical Disability Studies, or cognate field (or equivalent experience) AND professional experience or advanced training in project management and grant administration. Applicants should have experience working with Disabled Peoples’ Organizations (DPOs), government stakeholders, and academics. Preferred applicants will have experience working in community-based research partnerships. Experience working with international partners is an asset. Required skills include project management skills, familiarity with budgeting systems and protocols in a fast-paced University environment, and strong writing skills for both academic and public audiences. Applicants will need to have excellent computer skills, including comfort with Microsoft Office, Excel, PowerPoint. They will also have strong planning and organizational skills, and multi-tasking ability. Written and oral French language skills are an asset.

Classification  Grant/ Trust fund position, Band P04
GTP Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2022 10 26
Closing Date: 2022 11 09
