Project Coordinator, University Pension Plan (UPP)

The University Pension Plan (UPP) is seeking a highly organized Project Coordinator to assist with the ongoing implementation of the central project work plan to develop a Jointly Sponsored Pension Plan (JSPP) for Ontario universities.

University administrations, faculty associations, unions and other staff groups at University of Toronto, University of Guelph and Queen’s University have been working to develop a new JSPP that would cover employees at all three universities. Once established, the JSPP will be open to other Ontario universities joining.

The Project Coordinator would report to the legal counsel representing the university administrations, on behalf of the three participating universities. The position is a 2.5 year contract, from October 2018 to July 2021. The position is based in downtown Toronto.

Responsibilities:

- Ensuring the UPP project work plan is maintained and implemented on schedule;
- Planning and organizing all meetings with related groups and committees; proactively preparing agendas and materials; taking minutes/action items and ensuring appropriate follow-up actions are taken;
- Drafting professional communications to related groups and other key stakeholders, including formal letters and presentations to university members and government officials;
- Being the key contact person for operational and logistical issues related to the project work plan;
- Research and data gathering as required to support the project work;
- Tracking and managing the project budget on an ongoing and monthly basis;
- Ability to travel occasionally to member institutions and offsite meetings.

Education:

- Postsecondary degree.
- Project management certification(s).
Experience and Skills:

- Three to five years’ experience in project management/coordination.
- Highly organized with strong time management skills; attention to detail.
- Proven ability to work in a fast-paced environment with competing priorities under tight deadlines.
- Ability to work independently and develop solutions to operational issues.
- Excellent verbal and written communication skills, including developing impactful presentations to communicate complex ideas.
- Ability to build and maintain professional relationships with key stakeholders.
- Knowledge of pensions/pension policy, collective bargaining and/or experience in a university environment is considered an asset.

Those qualified are asked to submit a cover letter with resume, outlining your experience and suitability for the position, as well as salary expectations, to UPPrecruit@cou.ca, by 5:00 p.m. on October 12, 2018.

Information regarding the UPP is available at: http://www.universitypension.ca/