



## ASSIGNMENT DESCRIPTION

### ROLE IDENTIFICATION

Role:	Project Manager, HR and Employee Engagement
Department:	Corporate Services
Reports to:	Senior Director, HR and Organizational Effectiveness

### PURPOSE OF ASSIGNMENT

Reporting to the Senior Director of Human Resources and Organizational Effectiveness, the Project Manager leads and supports the implementation of developed strategies and projects in the areas of employee engagement and learning and development for United Way East Ontario staff. This role also includes opportunities for research and policy review on select Human Resources issues to inform senior management on best practices to increase organizational effectiveness.

### RESPONSIBILITIES

- Identify relevant learning and development opportunities according to organization-wide and department priorities
- Develop calendar of events and programs for staff learning
- Identify and communicate to staff about online or independent training opportunities
- Monitor ongoing participation and outcomes regarding learning and development offerings
- Review existing People Management Policies and conduct research on best practices to provide recommendations on particular policy updates
- Conduct research and report on best practices for organizational planning regarding office design and configuration for team and office workspaces
- Conduct research and report on best practices for organizational effectiveness with a focus on meetings and decision-making
- Attend weekly HR meetings

## TIME COMMITMENT

This assignment is a full-time one year opportunity starting May 2020 and includes professional training. The candidate must be available for the full duration of the placement.

## QUALIFICATIONS

- Experience in Human Resources, preferably in area of employee learning and development and organizational effectiveness
- Ability to work independently when required and maintain confidentiality of information
- Strong communication and interpersonal skills
- Project management experience
- Interpersonal skills complemented by the ability and desire to build relationships, motivate others, encourage involvement and instill a sense of excitement/pride in others.
- High energy level with a flexible approach and willingness “to do whatever it takes to get the job done with integrity.”
- Proficiency in a variety of computer software including Microsoft Office, specifically Word, Excel and PowerPoint

## BENEFITS OF THIS ASSIGNMENT

- Apply and refine the following professional competencies through experience in the non-profit sector: Communication; Interpersonal; Client Services; Leadership; Thinking; and Organizational
- Opportunity to work with a dynamic community organization
- Contribute to making our community stronger, healthier and safer for all
- Network with United Way East Ontario staff and volunteers

## HOW TO APPLY

Please obtain your manager’s approval and then send your CV and a cover letter (maximum 500 words) to [jqsteil@unitedwyeo.ca](mailto:jqsteil@unitedwyeo.ca). Please indicate which positions are of interest and copy your manager in your submission.