



University
of Victoria

Job title	Project Manager, ESYD Program
Position type	Full-time
Number of positions	1
Hours	35 hours per week
Start date	May 1, 2024
End date	Mar 31, 2025
Salary	\$70,000 to \$80,000
Reports to	Director of Partnerships and Operations
Posting Close Date	Wed Apr 24, 11:59PM.* *Applications will be reviewed on a rolling basis so apply early.
Application Instructions	See How to Apply section below: Please note: Applications without a resume and/or cover letter will not be considered for an interview.

Who are we?

Welcome to CanAssist, where innovation meets impact!

Since 2008, we have been transforming the lives of individuals with cognitive and physical barriers. Our technologies and programs are recognized for their positive impact on thousands facing challenging conditions. At CanAssist, our diverse multidisciplinary expertise includes product design, development, policy, applied research, supported employment, and partnership development. Beyond our expertise, we are a passionate community committed to creating a world where everyone can thrive and contribute.

What Sets Us Apart?

Innovative Solutions: CanAssist, a university-based organization, pioneers technologies, programs, and services to enhance the quality of life for individuals with a broad range of physical and cognitive challenges across the age spectrum. Our programs and services address unmet needs, promoting independence, inclusion, and well-being.

Collaborative Spirit: We are a respected team that collaborates with UVic researchers, students, and external partners, fostering a diverse and inclusive work environment.

Our Vision

At CanAssist, we envision a society where everyone has equal opportunities to participate, contribute, and achieve their full potential.

Learn more about what drives us: www.canassist.ca.

Join Our Team as a Project Manager, ESYD!

Embark on a thrilling journey funded by the provincial government, focusing on our BC Employment Strategy for Youth with Disabilities. Imagine leading a passionate team in developing tools and resources that truly make a difference.

The ESYD project is not just any project. There are multiple moving parts and as the Project Manager you will have the capability to understand the context and content of project initiatives. This will be imperative for managing quality deliverables.

As a Project Manager, you will showcase your track record of successful project deliveries. You are not only results-oriented but also compassionate and proactive. With the ability to manage complex projects with multiple moving pieces, you will demonstrate strategic thinking and the ability to build and effectively lead teams. If you are a quick learner with a great sense of humour please apply, as we believe in fostering a positive and growth-oriented work environment.

Your Responsibilities

As our Project Manager, you'll be the heart of the team. Your responsibilities will include:

- Understanding the context and content of project initiatives
- Engaging stakeholders through collaborative meetings, fostering partnerships
- Ensuring team alignment with project goals and objectives and strategically planning implementation to achieve shared vision and goals.
- Supporting an iterative project management process by creating, maintaining, and overseeing detailed project schedules.
- Maintaining transparency by regularly tracking and sharing progress and performance updates.
- Leading teams by organizing tasks, balancing workloads and fostering collaboration
- Addressing and overcoming project obstacles promptly with empathy and understanding.
- Assisting in creating presentation materials and delivering presentations as needed to senior officials and stakeholders.

If you are ready to contribute your expertise to a team that values innovation and inclusivity, we encourage you to apply. Join us in making a meaningful impact and be a key player in creating a future where possibilities know no bounds.

Learn more about this initiative: [BC Employment Strategy for Youth with Disabilities](#)

Required Qualifications and Experience

- Undergraduate degree or equivalent years of experience
- 2+ years of project management experience
- Experience managing teams with a variety of personality types in a distributed and in person setting
- Excellent written and verbal communication and presentation skills
- Superior interpersonal skills
- Ability to problem-solve and work on multiple projects simultaneously
- Strong critical thinking skills
- Comfortable using Microsoft Office suite
- Familiarity with using online project management tools

Preferred Qualifications

- Master's Degree or equivalent years of experience
- 5+ years of project management experience
- Experience managing complex projects
- Experience working directly with people that identify as having a disability and/or mental health challenge
- Experience managing content development (ie supported employment in the disability sector)

Required Soft Skills:

Communicator, Creative/Innovative, Influential/Engaging, Respectful Relationship, Stakeholder Engagement, Conflict Management, Facilitator/Convener, Leadership, Results Oriented, Strategic Thinker, Flexibility

Perks

As part of our team, you'll not only find fulfilling work but also enjoy a range of perks designed to enhance your overall well-being. Our commitment to your success goes beyond the workplace. We offer the following perks:

- Hybrid work environment (currently min of 2 days in office)
- Casual work environment
- Paid vacation, in addition to time off coinciding with the UVic winter break
- Extended benefits after three months
- Ongoing coaching from direct supervisor

At CanAssist, we prioritize work-life balance and create a positive atmosphere where your contributions are valued and rewarded. Join us, and let's build a future together where both professional and personal growth are at the forefront of your CanAssist experience.

Diversity, Equity, and Inclusion

At CanAssist, we are committed to fostering a barrier-free workplace, ensuring fair, equitable, and respectful treatment through the provision of necessary accommodations. This commitment aligns with the BC Human Rights Code to provide reasonable adjustments to participate in job application, interview process and to perform essential job functions once

onboarded barring undue hardship for CanAssist.

Embracing the principles of equity, diversity, and inclusion, CanAssist operates as an entity of UVic, adhering to the University's Equity and Diversity Statement. Our unwavering commitment to these values drives us to actively seek team members who collaborate respectfully, embracing differences across various power levels. We encourage applications from individuals facing barriers to equity, reflecting our dedication to creating an inclusive environment. Explore UVic's comprehensive equity statement at [UVic Equity Statement](#).

How to Apply

We value every applicant and embrace growth and teamwork. We appreciate potential and consider a mix of education and experience. If you believe you have the skills needed, even if you don't meet every qualification, share your perspective in your application. Let's connect to find a place for you, whether it's now or in the future.

Interested candidates should provide a **cover letter, and a resume**, all in **ONE PDF document** with the following naming convention: "LastName_FirstName_Position.pdf" to **canassistadmin@uvic.ca** by April 24, 2024, 11:59 PM. Please put [**Project Manager, ESYD Program**] in the SUBJECT line of the email.

After an application is submitted, our team will review and invite selected candidates to interviews. 2-3 professional references may be requested.

We're excited to get to know you and, in the meantime, get to know us:

[About Us](https://www.canassist.ca/EN/main/about-us.html) [<https://www.canassist.ca/EN/main/about-us.html>]

[Facebook](https://www.facebook.com/CanAssist/) [<https://www.facebook.com/CanAssist/>]

[Instagram](https://www.instagram.com/canassistuvic/) [<https://www.instagram.com/canassistuvic/>]

We thank you for your interest, but we will only contact candidates selected for interviews.

If you have any questions or require accommodation during the application process, please contact canassistadmin@uvic.ca.