



WoodGreen Community Services *Job Posting*

Our Vision:

A Toronto where everyone has the opportunity to thrive

Manager, Projects & Process Innovation Competition #2019-035-BO

Employment Type:	Full-Time, Non-Bargaining Unit
Work Hours:	35 hours/week
Application Deadline:	March 17, 2019 by 11:59 pm

Who We Are

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 81st year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit www.woodgreen.org to learn more about who we are and what we do.

Program Overview – WoodGreen Innovation Lab, Building Opportunities

WoodGreen Community Services' Innovation Lab works to accelerate the achievement of WoodGreen's mission and strategic plan by developing a high value, high-performance team of functional experts by supporting program units and working on innovative projects.

What You Will Do

Business Analysis

- Map and identify process improvement opportunities.
- Work with project team and key stakeholders to identify and create program process solutions.
- Work with project team and stakeholders to prototype and test process and data solutions, including implementation and configuration of databases and other analytical tools.
- Analyze and synthesize internal and external data sets to identify trends and opportunities.
- Work with Innovation Lab team members to complete project and evaluation activities.

Project Management

- Supervise and manage project activities for the Canada Housing & Mortgage Corporation (CMHC) Solutions Lab.
- Complete all budget management, including managing contract(s) with external vendors and Memorandum of Understanding's (MOU) as required with advisory partners.
- Work with project partners and stakeholders to define, schedule and conduct project activities (foresight analysis, design research, and prototyping activities).
- Monitor, supervise and ensure completion of project deliverables as per funder requirements, including managing daily activities in a strategic partnership with a major architecture firm.
- Convene all meeting and ensure project logistics are completed in a timely manner.
- Ensure that project partners and stakeholders fulfill their responsibilities.
- Conduct knowledge dissemination activities where necessary and engage with WoodGreen Foundation as appropriate on project sustainability planning.
- Ensure the knowledge product and deliverables are of high quality and meet requirements.

Report Writing & Presentations

- Summarize information to produce reports, notes and briefs for internal and external audiences.
- Create and deliver presentations for internal and external stakeholders.
- Mobilize knowledge translation across WoodGreen.

Working with Vulnerable Populations & Community Stakeholders

- Engage vulnerable and marginalized populations, for example vulnerable newcomers and young people at-risk of homelessness, in WoodGreen initiatives.
- Maintain strategic relationships with vendors and sector leaders playing a strategic advisory role in projects.
- Work with program staff across WoodGreen.
- Work with an anti-oppressive and trauma-informed approach.

What You Bring to the Team

- Undergraduate degree.
- Strong background in project management, quantitative and qualitative research methodologies, data analysis and database implementation.
- Minimum of four (4) years related work experience managing and conducting innovative research projects.

What Will Set You Apart

- Ability to manage projects, budgets and work with funders and other project partners.
- Knowledge and experience conducting qualitative research, analyzing evidence-based policy and practice and synthesizing primary and secondary research.
- Knowledge and experience improving processes, operationalizing databases and using other data analysis tools
- Effective oral and written communication skills, including experience with public speaking and knowledge mobilization.
- Interpersonal skills and proven ability to work as a team member and collaborate with partners
- Strong organizational skills.
- Cultural humility and an understanding of poverty and intersectionality.
- Commitment to working in a progressive and collaborative environment.

Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary/excellent benefits for full-time, contract (1 year+), and PSW employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

To Apply

Submit your resume and cover letter, **quoting the competition # in the subject line**, as follows:

WoodGreen employees ONLY to:	hrjobs@woodgreen.org
External applicants to:	careers@woodgreen.org

WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.