



8 80 Cities
372-401 Richmond St W (416) 591 7404
Toronto, Ontario 880cities.org
Canada M5V 3A8 @880citiesorg

8 80 Cities is hiring a Project Manager!

Location: Our beautiful office space located at the iconic 401 Richmond building – 401 Richmond Street West, Studio 372, Toronto

Application Deadline: January 3, 2019 by 11:59 pm

Start Date: February 2019

Salary: \$47,000 – \$50,000 CAD based on experience

Reports to: Director of Programs and Executive Director

Term: Contract – 16 months, covering maternity leave

We are looking for an experienced and enthusiastic Project Manager to support our various projects and initiatives. Under the supervision of the Director of Programs and Executive Director, the Project Manager will have the opportunity to lead exciting public space and transportation projects, develop innovative community engagement activities, produce influential reports, interact with high-level decision makers and contribute to the creation of healthier and more people friendly communities.

ABOUT US:

8 80 Cities is a non-profit organization based in Toronto, Ontario. Our mission is to improve the quality of life for people in cities no matter their age, ability, ethnicity, or socioeconomic status. We bring citizens together to enhance parks, mobility, and public space so that together we can create more vibrant, healthy, and equitable communities.

We believe that if everything we do in our cities is great for an 8-year-old and great for an 80-year-old, then it will be great for all people.

To learn more about our organization and the work that we do please visit www.880cities.org

8 80 Cities is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

JOB DESCRIPTION

A Project Manager oversees and manages the coordination and administration of all aspects of his/her assigned projects and programs. This is a leadership position. This role includes project development, implementation, and evaluation. The Project Manager works closely with the Director of Programs to ensure projects are delivered on time, on budget and with the most significant impact.



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Skills & Qualifications:

- 3-5 years of project management experience
- Post-secondary education in urban planning, public health, transportation, architecture, design, or other related fields Excellent oral and written communication skills (experience developing and writing reports, must have a good client and partner relationship skills, and oral presentation skills).
- Competency in Adobe Suite (InDesign, Illustrator, Photoshop).
- Practical knowledge of inclusive public space design, community engagement, sustainable mobility and city building issues.
- Willingness to learn, be adaptable and flexible, be a leader and team player.
- Ability to manage and prioritize multiple projects at a time.
- Inspired by and committed to the 8 80 Cities vision and values of community, diversity, collaboration, innovation, and impact.

Key Accountabilities

Project management

- Align project objectives with organizational goals, communicate and coordinate directly with Director of Programs frequently, and make sure staff team is clear on project objectives.
- Responsible for all aspects of project development and delivery, from proposal writing through planning, budgeting, implementation, evaluation, and report writing.
- Coordinate with the Director of Programs to maintain all project files and documentation in an appropriate and accountable manner.
- Report project expenses accurately and efficiently and deliver appropriate expense reports to the accountant.
- Be the key point person on assigned projects and manage the partner/client relationship.
- Responsible for ensuring the delivery of all key outputs to the client/partner on time, and on budget. When timelines cannot be met, work with the partner/client to develop new strategy, plan, and timelines.
- Manage and mitigate project risks.
- Communicate and coordinate directly with the Communications Manager to highlight project milestones and share project successes on the 8 80 Cities website and social media platforms.
- Manage support staff (Project Coordinators, Project Assistants, and Interns) and volunteers needed to carry out projects.

Organizational support

- Participate actively in weekly team meetings to update staff on project outcomes/developments.



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- Actively participate and contribute to strategic planning, development of new programs and services, communication strategies and other organizational priorities as directed by the Executive Director.
- Contribute to the 8 80 Cities Blog and contribute to other communication materials and platforms where needed.
- Present at conferences and meetings representing the core values and vision of 8 80 Cities.
- Be a team player and help maintain a dynamic, healthy, inclusive, collaborative, and safe workplace.

Please email cover letter and resume by January 3, 2019 to:

Camila Uriona
Admin. Manager & Communications
curiona@880cities.org

Successful candidates will be contacted for an interview.