



#### **8 80 Cities**

364-401 Richmond St W  
Toronto, Ontario  
Canada M5V 3A8

(416) 591 7404  
880cities.org  
@880citiesorg

## **8 80 Cities is hiring a Project Manager!**

**Location:** The 8 80 Office is located at 364-401 Richmond Street West, Toronto. We are looking for a candidate based in the GTA.

**Application Deadline:** July 5<sup>th</sup>, 2022, by 5:00 pm EST

**Start Date:** August 2022.

**Salary:** \$55,000-60,000 annually

**Reports to:** Executive Director

**Term:** Full-time, permanent position.

We are looking for an experienced and enthusiastic Project Manager to support our various projects and initiatives. Under the supervision of the Executive Director, the Project Manager will have the opportunity to lead transformative mobility and public space projects, develop innovative community engagement activities, and produce influential reports and tools. The Project Manager position involves working collaboratively with diverse municipal and community partners, local and international clients and partners, and the fun, passionate and high-impact 8 80 Cities team. The Project Manager position plays a key role in advancing the 8 80 Cities mission.

### **ABOUT US**

8 80 Cities is a non-profit organization based in Toronto, Canada. Our mission is to ignite action and challenge the status quo to create healthier, more equitable, and sustainable cities.

We are guided by a simple but powerful question: What if everything we did in our cities was great for an 8-year-old and an 80-year-old? We believe if you start there, you can create better cities for all people.

To learn more about our organization and the work that we do please visit [www.880cities.org](http://www.880cities.org)

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

We are striving for a staff team that is representative of the communities where we work, and we encourage applications from BIPOC candidates and individuals with lived experience that are currently underrepresented in the placemaking sector.



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**JOB DESCRIPTION:**

The Project Manager oversees and manages the coordination and administration of all aspects of their assigned projects and programs. This is a leadership position. This role includes project development, budgeting, communication, implementation, and evaluation. The Project Manager works closely with partners, clients, and fellow 8 80 Cities staff to ensure projects are delivered on time, on budget and with the most significant impact.

**Skills & Qualifications:**

- 3-5 years of project management experience
- Post-secondary education or equivalent experience in urban planning, public health, transportation, architecture, urban design, community development, or other related fields
- Excellent oral and written communication skills
- Excellent organizational skills and demonstrated high attention to detail.
- Experience collecting quantitative and qualitative data and translating data into key insights and recommendations.
- Experience developing and writing, researching, planning, and/or policy reports.
- Must have good client and partner relationship skills and oral presentation skills.
- High level of experience and proficiency in Adobe Suite (InDesign, Illustrator, Photoshop).
- Demonstrated knowledge and subject matter expertise in inclusive public space design, community engagement, sustainable mobility, and city-building issues.
- Experience developing project proposals and grant applications.
- Ability to manage and prioritize multiple projects at a time.
- Willingness to learn, be adaptable and flexible and be a leader and team player.
- Committed to the 8 80 Cities vision of healthy, happy, and sustainable cities for all and our organizational values of empathy, respect, solidarity, positivity, authenticity, creativity, and action.



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**Key Accountabilities:**

**1) Project management:**

- Align project objectives with organizational goals, communicate and coordinate directly with the Executive Director frequently, and make sure staff team is clear on project objectives.
- Responsible for all aspects of project development and delivery, from proposal writing to planning, budgeting, implementation, evaluation, and report writing.
- 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 Manager, Finance.
- Be the key point person on assigned projects and manage the partner/client relationship.
- Responsible for ensuring the delivery of all key deliverables to the client/partner on time and on budget.
- 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.
- Coordinate support staff (Project Coordinators, Project Assistants, and Interns) needed to carry out projects.

**2) Organizational support:**

- Participate actively in weekly team meetings to update staff on project outcomes/developments.
- Actively participate and contribute to strategic planning, development of new and innovative 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.

We are a dynamic, collaborative, and inclusive workplace. We offer a competitive benefits package and flexible working hours; the work week is 37.5 hours. Our employees are entitled to 4 weeks paid vacation. We value flexibility and work-life balance for our team members.



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**Our Anti-Oppression Policy**

8 80 Cities is committed to the principle that diversity in staff is its strength. 8 80 Cities defines acts of oppression as any intentionally or unconscious discriminatory behaviour towards an individual or a group of people. 8 80 Cities in all aspects of its operation and at all levels of the organization shall not tolerate acts of oppression and shall address any intentional or unintentional acts of oppression towards an individual or a group of people that creates barriers to access or inclusion on the basis of Race or colour; Ethnicity; Ancestry; Religion or creed; Socio-economic class; Sex; Gender; Sexual orientation; Gender orientation; Receipt of public assistance; Political affiliation; Level of literacy; Citizenship/immigration status; Country of origin; Mental health status; Age; Type of housing; Neighbourhood of residence; Language; Family status; Health status; Ability or any other personal characteristics.

Please send your resume and cover letter in one electronic PDF file (labelled with your first and last name) in confidence by Tuesday, July 5<sup>th</sup>, 2022, no later than 5:00 pm EST to:

Deborah McKeon

[Manager, Finance](#)

[Dmckeon@880cities.org](mailto:Dmckeon@880cities.org)

Please reference “Project Manager 8 80 Cities” in the subject line of your email.

Only successful candidates will be contacted for an interview.