

Project Manager

Full time, Temporary (One-Year)

eCampusOntario

eCampusOntario is a provincially-funded non-profit organization that leads a consortium of the province's 53 publicly-funded colleges, universities and indigenous institutes to develop and test online learning tools to advance the use of education technology and digital learning environments. Officially registered as the Ontario Online Learning Consortium (OOLC) and referred to as eCampusOntario we:

- Support the development and delivery of quality online learning experiences across all of Ontario.
- Lead in research, development and sharing of exemplary practices in online and other forms of technology-enabled learning.
- Support member institutions in fostering innovation, collaboration, and excellence on behalf of Ontario students, faculty and stakeholders.
- Contribute to the evolution of teaching and learning by responding to emerging technology and the development of state-of-the art online learning.

Project Manager

Position Summary

The Project Manager will report to the Senior Manager, Project Management Office and support the planning, execution, monitoring and close-out of all enterprise projects supported by the Project Management Office (PMO). This position is responsible for deepening eCampusOntario's project management knowledge, resources, and best practices.

The Project Manager will have strong project management, communication, analytical, and organizational skills and will be primarily responsible for enabling the successful delivery of project objectives. The incumbent will also liaise with partners to gather, synthesize, and report on project outcomes.

Accountabilities, Duties and Responsibilities

Provide oversight and day-to-day project management support for enterprise projects.

- Lead the planning, implementation, and close-out of successful projects
- Regular management of project resources
- Define a project's scope, deliverables, and goals

- Make effective decisions or recommendations with respect to resourcing requirements and mitigation / contingency planning
- Prioritizing tasks to maximize impact and results with limited resources and time
- Facilitate and contribute to project meetings or presentations
- Provide clear expectations and meaningful feedback to project team members
- Manage and communicate client and stakeholder relationships and expectations
- Identify and document quality assurance needs

Responsible for overall project performance and the achievement of project objectives.

- Create and manage project plans, schedules, and timelines
- Apply appropriate key performance indicators to monitor project health and performance and establish appropriate reporting protocols
- Monitor and assess project progress and performance
- Identify, document, manage, and communicate project risks; meet budgetary objectives

Support the growth and capacity of the Project Management Office (PMO).

- Co-create a framework of standards and best practices that can be used to shape the future enterprise PMO
- Collaborate with the PMO team and other internal business areas and teams
- Conduct project evaluations and lessons learned exercises to ensure continuous improvement
- Build strong relationships with internal business teams, Ontario PSE institutions, and other project stakeholders
- Identify opportunities to remove barriers and improve upon eCampusOntario's current practices and processes

Conduct / participate in other administrative duties, as required.

- Support other PMO team members with project management activities, as needed
- Assist other eCampusOntario teams with achieving targets / goals when critical support is required
- Participate in organization-wide planning, training, and engagement activities

Education, Professional Designations and Development

- Undergraduate degree or diploma in business, project management, computer science, or similar
- Project Management Professional (PMP) certification, or similar, considered an asset

Experience

- Minimum three (3) years of experience in a role leading or managing projects
- Experience working with and shaping a PMO
- Experience using project management software (e.g., Wrike, MS Teams Planner, etc.)
- An understanding of the Ontario higher education environment
- Bilingualism (English/French) considered an asset

Skills

- Ability to identify opportunities to remove barriers to ensure successful achievement of project objectives and outcomes
- Ability to identify, manage, and mitigate known and unknown risks
- Excellent ability to gather, analyze, and communicate requirements and changes to business processes, to ensure stakeholder objectives are in alignment with the project
- Make effective decisions or recommendations with respect to resourcing requirements and mitigation/contingency planning
- Prioritize competing tasks and develop plans to achieve objectives within an allotted timeframe
- Employ independent judgement prioritizing the flow of communications between internal and external stakeholders
- Demonstrated commitment and understanding equity, diversity, decolonization and inclusion with the ability to communicate and work effectively with diverse peoples

Application Process

Candidates are invited to email us at talent@ecampusontario.ca (subject **Project Manager**) with a Cover Letter and Resume attached as a **single PDF file**, titled "**Last Name, First Name.pdf**".

The Resume must clearly highlight all relevant education, training and experiences that are applicable to the minimum qualifications for this position and should not be longer than **two (2) pages**. Please include your salary expectations in your cover letter.

Candidates must be legally entitled to work in Canada.

Offers are conditional upon the successful review of three (3) professional references and a satisfactory background check.

This position is open until filled. We thank all applicants for their interest, however only those candidates invited to interview will be contacted. Please continue to check our [Jobs & Opportunities](#) for more exciting positions.

Equity, Decolonization, Diversity and Inclusion Statement

The current social context informs our work. This includes the imperative to join the fight against anti-Black racism and anti-BIPOC racism, and to support Equity, Decolonization, Diversity and Inclusion in everything we do. We will seize this moment to rebuild and support an environment that prioritizes inclusion, representation and voice.

Accessibility Statement

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), eCampusOntario is committed to accommodating applicants with disabilities throughout the talent acquisition process. If you require any accommodations at any point during the talent acquisition process, please contact talent@ecampusontario.ca

Hybrid Work Model

This position is based out of the eCampusOntario office in downtown Toronto, where our hybrid work model includes both in-person and remote work opportunities.

For more information on eCampusOntario, please visit our website at <https://www.ecampusontario.ca/>