



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: COVID-19 has rendered this position remote however we are looking for a candidate based in the GTA. When it is safe, we will be returning to 364-401 Richmond Street West, Toronto).

Application Deadline: March 10th by 12pm

Start Date: March 22nd, 2021.

Salary: \$50,000

Reports to: Managing Director and Executive Director

Term: Full time contract position – 12 months. With possibility to turn into a permanent position.

We are looking for an experienced and enthusiastic Project Manager to support our various projects and initiatives. Under the supervision of the Managing Director 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. In our offices and in all the work we do, 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 encourage applications from BIPOC applicants and individuals with lived experiences that are currently underrepresented in the placemaking sector.

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, implementation, and evaluation. The Project Manager works closely with the Senior Project Manager to ensure projects are delivered on time, on budget and with the most significant impact.

Skills & Qualifications:

- 3-5 years of project management experience



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- Post-secondary education or equivalent experience in urban planning, public health, transportation, architecture, urban design, or other related fields
- Excellent oral and written communication skills
- Excellent organizational skills and demonstrates a high attention to detail.
- Experience collecting quantitative and qualitative data and translating data into key insights and recommendations.
- Experience developing and writing, research, planning, and/or policy reports.
- Must have a 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.
- 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, equity, collaboration, innovation, and impact.

Key Accountabilities:

1) Project management:

- Align project objectives with organizational goals, communicate and coordinate directly with the Senior Project Manager and Managing 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.
- Coordinate with the Senior Project Manager and the Managing Director 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.
- 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.



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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.

We are a dynamic, healthy, inclusive, collaborative, equitable and safe workplace. We offer a competitive benefits package and flexible working hours; the work week is 37.5 hours. Our employees get 2 weeks paid vacation plus additional holidays. We value flexibility and work-life balance for our team members.

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 file in confidence by Wednesday, March 10th, 2021 to:

Lanrick Bennett Jr
Manager Director
lbennettjr@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.