JOB POSTING – IT PROJECT COORDINATOR

Organization: Right To Play International
Department/Division: IT
Work location: Toronto, Canada
Work arrangement: A combination of in-office and remote-working in accordance with Right To Play’s work arrangement and the operational needs of the department
Authorized to work in: Canada (Eligible to work legally without requiring sponsorship)
Target Hiring Range: $47,000 - $51,000 CAD per annum
Target Start Date: Immediate
Contract Duration: Permanent/Full-time
Closing Date: January 30, 2022

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child’s life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US).

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – Be intentional about inclusion
- Make Things Happen – Seek opportunities to lead and innovate
- Display Courage – Act with integrity
- Demonstrate Care – Look after yourself and one another
- Be Playful – Have fun at work

Please visit our website to learn more about who we are and what we do, and watch this video to find out about the five pillars of our Culture Code.
JOB SUMMARY:

Reporting to the Project Manager of Information Technology (IT), the IT Project Coordinator primarily assists and facilitates the planning, implementation and tracking of IT projects and specified deliverables.

Some travel outside office location maybe required.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: IT Project Portfolio (30% of Time):

- Assist IT Project Manager as assigned, for project work from planning to sustainment that require IT involvement.
- Manage day-to-day operational aspects of a project and scope, ensuring documents are complete, current, and stored appropriately.
- Provide hands-on support to the project team to resolve project issues in a timely manner.

Job Responsibility #2: Project Planning (30% of Time):

- Coordinate receiving and processing of vendor agreements, quotes, and invoices.
- Assist with the creation of detailed work plans which identify and sequence the activities needed to successfully complete the project.
- Review the project schedule with project stakeholders that will be affected by the project activities.
- Work with stakeholders to determine the objectives and measures upon which the project will be evaluated at its completion.

Job Responsibility #3: Project Implementation (20% of Time):

- Participate in the execution of the projects according to the project plan.
- Utilize forms and records to document project activities.
- Ensure all project information is appropriately documented and secured.
- Establish and execute a communication schedule to update stakeholders on the progress of projects.

Job Responsibility #4: Project Control (10% of Time):

- Assist in the creation of reports on projects for project stakeholders.
- Monitor project budget and track project costs; report project cost variances to the IT Project Manager on a regular basis.
- Ensure that all related budget and cost records for the project are up to date.

Job Responsibility #5: Project Evaluation (5% of Time):
• Ensure that the project deliverables are on time, within budget and at the required level of quality.
• Evaluate the outcomes of the project as established during the planning phase.
• Conduct formal project closure processes and communicate lessons learned to project stakeholders.
• Collect feedback on the project and document lessons learned for future improvement.

Job Responsibility #6: Other Tasks as Assigned (5% of Time)

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:
• University/College Degree in Business, IT, or related fields, or commensurate experience in a similar position or function

EXPERIENCE:
• 3 years of IT project management coordination experience
• Experience with Microsoft Office Suite, IT systems, terminology, resources, and governance

COMPETENCIES/PERSONAL ATTRIBUTES:
• Strong problem-solving skills with solution-oriented attitude to generate possible solutions and make recommendations to resolve the problem.
• Excellent written and oral communication skills
• Collaborative and a strong team player
• Excellent prioritization and organisational skills with the ability to develop a work schedule, monitor progress towards goals and track details/data/information/activities.
• Strong project planning and management skills to determine strategies to move projects forward, set goals, create, and implement actions plans and evaluate the process and results.
• Ability to work in a fast-paced, changing environment with competing priorities.
• Proactive and detail oriented

KNOWLEDGE/SKILLS:
• Knowledge of IT project management processes and terminology
• Extensive knowledge of Microsoft Office

LANGUAGES:
• Fluency in spoken and written English.

DESIRED QUALIFICATIONS (An Asset)
• A CAPM designation
• Experience working in the not-for-profit environment
• Experience in business process mapping and documentation
• Possess an ‘analysis-before-solution’ mindset and critical thinking skills
• Ability to accurately identify and document solutions

WHO YOU ARE:
You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills.

WHAT YOU’LL GET:
The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a Great Place to Work® Canada Certified and globally recognized organization with a healthy culture premised on our Culture Code (accept everyone, make things happen, display courage, demonstrate care and be playful). In addition, we offer a competitive salary and benefits package including Group RRSP Plan, gym membership, flexible work policy (e.g. work from home and flex hours), personal days, personal learning and development days and summer/winter hours.

HOW TO APPLY:
If you are interested in applying for this position, please apply here with your resume and cover letter.

While we thank all applicants for their interest, only those selected for interviews will be contacted. Shortlisting of applications will begin immediately and interviews may be held before the closing date.

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.
EMPLOYEE VACCINE POLICY:

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.

ACCOMMODATION:
Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.