



Job Description

Project Manager – Path Found

We're about to launch a new project and we're searching for someone to fill the role of Project Manager. Experience managing projects is requisite. Ideally, the person we are looking for has lived experience and has worked with trafficked persons. We will consider those who have worked with persons in recovery and/or mental illness provided they have knowledge of human trafficking. If you have experience in peer mentoring and/or development of peer programs that is a definite plus.

Term of Contract	Hours of Work	Salary
Contract – 3 years Full Time	Monday to Friday Some overnight travel required	\$48,000.00 per year 2 weeks paid vacation Paid time off at Christmas Wellness Plan
Reporting Structure and Relationships: <ul style="list-style-type: none"> • The project manager will report directly to the CEO. • A part-time project coordinator will report to the project manager • Project Manager will oversee activities of project stakeholders 		
Deadline to Apply: May 25 th , 2018 Send resume and cover letter to: info@voicefound.ca		
Job Summary: The Path Found Project Manager will oversee and deliver all aspects of the project with support from CEO and other staff as required. They will ensure trauma-informed delivery of training, support service providers and manage ongoing engagement of program participants.		
About Voice Found: We are a national registered charity located in Ottawa. Our mission is the prevention of child sex abuse and commercial sexual exploitation. We support the healing and recovery of individuals and communities from the emotional, financial and social impacts of commercial sexual exploitation.		
About Path Found: Thanks to a provincial impact grant from the Ontario Trillium Foundation, we are launching Path Found. This is a comprehensive, trauma-informed, survivor-led training program that will provide survivors of sex trafficking with learning paths to develop skills, knowledge and confidence that will enable them to effectively use their lived-experience to follow one of two paths to become a peer mentor or educator in their communities. After learning paths are completed, we will host a conference in Ottawa to share results, provide participants with opportunities to practice skills and aid others in replicating the program in their own communities. This project will serve persons from Sudbury, Champlain and Quinte/Kingston/Rideau catchment areas		
Duties and Responsibilities:		

- Plan, direct, and coordinate the activities of Path Found as per funding agreement
- Track activities and deliverables as per project plan
- Oversee the program budget
- Create and review policies regarding participant involvement
- Negotiate contracts with vendors
- Liaise with key stakeholders and ensure plans are communicated effectively
- Assist in the selection of program participants
- Administer surveys
- Write reports for funders
- Provide guidance and support to program participants
- Oversee the work of the project coordinator

Competencies:

- Experience in managing projects with multiple stakeholders
- Knowledge of client centred, trauma-informed care
- Experience and/or in depth knowledge of the issue of human trafficking for the purpose of sexual exploitation in Canada
- Effective communication skills in writing and verbally in English.
- Proficient with computers (Microsoft Office & Google products)
- Bachelors degree or college program in relevant field
- Work effectively and without intensive supervision both independently and as a member of a multidisciplinary team

Assets:

- Bilingual (French/English)
- Drivers License
- Use of car
- Assist training and First Aid/CPR

Personal Attributes:

- Mature, empathetic and self-aware
- Respond sensitively and competently to the program participants cultural and socio-economic characteristics
- Work in a fast paced environment and maintain emotional control and professional composure at all times
- Creative and flexible – ability to problem solve

Working Environment:

- Secure and confidential office space in downtown Ottawa
- Ability to work from home office on occasion
- Travel within catchment area required

Application and Interview Process:

- Submit cover letter and resume to info@voicefound.ca with the subject line 'Project Manager OTF' no later than May 25th
- Selected applicants will be interviewed between May 30th and June 5th