



## Project Manager

Passionate about education and community? Join York Region Educational Services (YRES) and help empower individuals with affordable, accessible learning. Together, let's shape a brighter future through education.

### **About York Region Educational Services:**

YRES is a non-profit organization committed to delivering affordable educational resources to the York Region community and beyond. We create a nurturing environment that encourages personal growth, motivation, and inspiration, laying the groundwork for our learners' success.

### **About this opportunity:**

As a Project Manager, you will lead the successful completion of projects by overseeing planning, execution, and delivery within set timelines, ensuring quality and adherence to budgets. You will coordinate resources, manage project timelines, and resolve challenges to ensure smooth operations.

### Key responsibilities are as follows:

- Defining project scope, goals, and deliverables that support organizational goals in collaboration with senior management.
- Creating and managing project documentation and schedules in collaboration with stakeholders.
- Coordinating internal resources and external partners to execute projects.
- Identifying projects risks and issues and implementing mitigation strategies.
- Managing budgets and timelines and track expenses to ensure timely project completion.
- Attending in-person and/or virtual community events and conferences.
- Regular collaboration via Slack, Canva, and virtual or in-person meetings.



Position requirements:

- At least one year of team and/or project management experience.
- Excellent written and verbal communication skills to handle communications and build rapport with internal and external stakeholders.
- Familiarity with Canva and Google Workspace.
- Creative and innovative thinking and problem-solving skills.
- Excellent organizational skills and ability to meet deadlines in a fast-paced environment.
- Ability to travel to meetings and conferences; some evenings and weekends may also be required.
- A valid G2/G Driving license.
- A satisfactory Vulnerable Sector Check is required from successful candidates.

Assets:

- Fluency in multiple languages.
- Strong cultural sensitivity.
- Strong problem-solving and counselling skills.

**\*\*This is a full-time position requiring in-person availability.\*\***

**\*\*The salary for this position is \$30-40 per hour.\*\***