

Project Specialist - Temporary Part-Time – Junior Level

About the Opportunity

Are you a skilled, detail-oriented Project Manager & can you zero in on and tell the compelling story behind the project?

Can you navigate across a variety of client relations, project management and social media platforms and software? Are you proactive, open to disruption, a systems thinker, committed to inclusion and to seeking out and embracing diverse points of view?

Our talented team of social-innovation advisors works across a variety of fields — engineering, social finance, social work, public policy, urban planning, facilitation, architecture, management — to identify the root causes of complex social problems. We co-create tangible, creative, solutions that address complex social issues. Specifically, we work in areas that fall within the Social Determinants of Community Health framework.

We're looking to create a go-to pool of independent project specialists to work on a per-project basis to help organize, promote and optimize our social change work. We are looking for various levels of experience including Junior, Intermediate and Senior level candidates.

Note: We are currently seeking to develop a trusted pool of freelancers to work on a part-time basis. These positions are classified as temporary, part-time contracts. Longer-term, and as we evolve and grow, Urban Matters aims to create and develop freelance contracts and permanent positions drawn from this pool.

About You

We are looking for Junior-level (2– 3 years' experience) Project Specialists who bring a compelling mix of skills and experience as freelance members of a diverse and well-rounded team.

Not sure what a Project Specialist is? Check out the recommended skills and experience description below. You'll learn a lot as you go, but we want to hear about how you think you may be the right fit, right now.

	Junior Level
Experience	2-3 Years
Education	<p>A University degree, diploma or equivalent experience in one or more of the following:</p> <ul style="list-style-type: none">• Project management (PMP certification an asset)• Business management• Strategic communications (senior media partnerships and established relationships with key media players an asset)• Public relations, communication & marketing• Sectors: housing and homelessness, addictions and substance abuse, Indigenous issues and reconciliation, social innovation, food security, climate mitigation, equity.• Technology• Graphic Design

<p>Core Project Management Skills*</p>	<ul style="list-style-type: none"> • Proficiency with Asana, Microsoft & Adobe Suite, Slack, CRM platforms, and other editorial system software (Airtable) • Process management, including resourcing, project launch and delivery, reviewing, reporting and evaluation • Project planning and scheduling • Finance management including invoicing, budgeting and reporting • Copywriting • Document production • Superior organizational, research, teamwork, critical thinking, communication, leadership and diplomacy skills • Ability to exercise good judgment in recognizing scope of authority and protecting confidential information • Works calmly under the pressure of a rapidly changing environment. • Design and web publishing platforms (e.g. Adobe InDesign, WordPress) <p><i>*Expertise level to vary with experience category.</i></p>
<p>Strategic Communications and Marketing Experience</p>	<ul style="list-style-type: none"> • You can identify, develop and promote transformational narratives (that is, you know how to tell stories that move audiences to action) in a variety of media and formats • You can build an editorial system across an organization to ensure 75% of communications is developed and ready to go to allow for 25% response to immediate needs • You have excellent writing and editing skills. • You have worked on stellar social media campaigns and promotions.

Expertise

In addition to the above, we want to know what your superpower is. Do you have expertise in one or a combination of skills and experience in any of the following areas:

- Research
- Report writing
- Data capture and analysis
- Media relationships & campaign development
- Designing and executing online media campaigns
- Web and graphic design
- Infographics
- Lead emergent online facilitation formats for webinar, client seminar & workshop

About Us

So why us? Urban Matters CCC works with municipalities, communities, cities, governments, NPOs, First Nations, social entrepreneurs, and socially conscious business leaders to identify, introduce, and scale innovations that address complex social issues. Specifically, we work in areas that fall within the Social Determinants of Community Health framework:

- healthy infrastructure and services
- socioeconomic capacity building
- physical and mental health and wellness
- identity, culture and social connectivity

- healthy early child development and education
- food security and availability
- climate change and the environment

As a social enterprise, we “connect the dots and untie the knots” between government, non-profits, and the corporate sector through convening with diverse groups, consulting on policy and strategy, and creating social ventures that respond to identified needs in communities.

But we don't simply respond to the issues at hand: at Urban Matters, we also futurecast beyond today's headlines to identify and co-create proactive approaches and solutions to emergent issues.

We are a self-financed social purpose organization. That means we don't simply work on solutions – we live and reinvest in the communities where we work. As a Community Contribution Company (CCC), we reinvest 60% of our profits back into community innovation activities and ventures that needed solutions. Our institutional and financial independence give us the mandate, flexibility and agility to embrace uncertainty, innovate where we see true need and potential, and act as first investors in tangible partnerships and solutions.

Urban Matters CCC is an equal opportunity employer, we encourage women, people of Indigenous ancestry, people of colour, LGBTQQIP2SAA individuals and members of other diverse communities to apply for careers with our organization.

How to Apply

Please forward a resume and cover letter to Urban Matters at info@urbanmatters.ca by 5:00pm PST on October 30th, 2020. In your cover letter please:

1. Demonstrate your proven expertise in Project Management and Communication and Marketing and highlight which category (Junior, Intermediate, Senior) you wish to be considered for.
2. Clearly identify and outline your specific combination of skills from the **'Expertise'** section.
3. Let us know about your sector-specific social change work, and any other factors that would make you an outstanding candidate.