



Project Coordinator

Contract position

Autism Ontario is a charitable organization with a history of over 50 years representing the thousands of people on the autism spectrum and their families across Ontario. Made up of knowledgeable parents, professionals, and autistic self-advocates who can speak to the key issues that impact autistic individuals and their families, Autism Ontario is the province's leading source of information and referral on autism, and one of the largest collective voices representing the autism community. Our mission is to create a supportive and inclusive Ontario for autism and we value collaboration, respect, accountability and being evidence informed.

Do you want to work for an organization that supports work-life balance and opportunities for professional growth? Autism Ontario has an excellent opportunity for a burgeoning Project Coordinator.

Job Summary:

Title: Project Coordinator

Reports to: Educational Technology Supervisor

Location: Hybrid; primarily remote, but required to travel to our Provincial Office (1179 King St W, Toronto, ON, M6K 3C5) or a regional office when required

Hours: 37.5hrs per week

Annual Salary: \$65,000 - \$68,000

Duration: Contract position until March 31st, 2025; possibility of extension

Position Overview

Reporting to the Educational Technology Supervisor, the Project Coordinator will manage and coordinate the development, implementation, and evaluation of projects to support the achievement of program outcomes and the overall strategic goals of the Education and Training department. The Project Coordinator will focus on coordinating day-to-day operations and monitoring key deliverables, project flow, budget and timelines as well as creating schedules and interacting with various external and internal stakeholders, acting as a single point of contact for program success.

Key Responsibilities:

- Develop project plans, outlining goals, scope, timelines and resource requirements, involving all relevant stakeholders (partner organizations, Autism Ontario staff and volunteers) where appropriate.
- Strategically allocate resources to optimize program efficiency and meet objectives.
- Implement streamlined project processes and collaborate with cross-functional teams to ensure successful and timely project execution complements broader strategic objectives.
- Set clear and measurable project goals aligned with the overall strategic vision of Education and Training.
- Oversee day-to-day program operations and coordinate logistics.
- Collaborate with the Training and Education team members to ensure program deliverables align with objectives.
- Allocate resources efficiently and identify areas for optimization to ensure programs are delivered on time, within scope, and within budget.
- Create and update project workflows as needed.
- Identify potential risks and report to supervisor in order to develop contingency plans where required.
- Other duties as assigned.

Qualifications:

- Post secondary education in a Business Administration, Project Management, Community Development, Social Sciences or a related field.
- 1-3 years of experience in project management is an asset.
- An equivalent combination of education and experience will be considered.
- Experience in human services, social services or a clinically related discipline is an asset
- Project management certification such as PMP is an asset.
- Experience in a nonprofit/charitable environment is an asset.
- Knowledge of Autism or developmental disabilities is an asset.
- Fluency in written and oral French is an asset.
- Some experience with budgeting and resource management.
- Proficiency and experience with digital IT platforms, database management and applications such as Microsoft Office Suite.
- Demonstrated excellent relationship building, collaboration and conflict resolution skills within a system-wide environment.
- Must demonstrate sound professional judgment and problem-solving skills, as well as be able to effectively manage multiple priorities, work

- independently and show flexibility.
- Detail oriented -- able to work with numbers and budgets as well as accomplish other administrative tasks in a fast-paced environment with tight deadlines.
 - Demonstrated commitment to principles of social justice, neurodiversity, equity, inclusion, anti-racism, anti-Black racism, anti-ableism

Autism Ontario offers a great work-life balance, a competitive benefits package and RRSP contributions. Some of the perks of joining our team include:

- Flex Hours
- Hybrid working model
- Semi-casual dress code
- 3 weeks vacation, plus years of service days
- 10 paid personal days
- Competitive Benefits Package (including Health, Dental, Vision and more)
- RRSP Contributions
- Professional development opportunities
- A workplace culture that promotes both a collaborative and independent work environment
- You'll be joining a team of passionate individuals who are looking to make a difference

Interested candidates should submit a resume and cover letter via the following link:

<https://autismontario.applytojob.com/apply/9I4VOo9Fjm/Project-Coordinator> by **October 7th 2024**. We thank everyone for their interest in this position; however, only those candidates invited to interview with us will be contacted.

Autism Ontario is an equal opportunity employer committed to maximizing the diversity of our organization, and actively encourages individuals on the autism spectrum and from all equity deserving groups to apply. We welcome qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans status or any other legally protected factors.

Autism Ontario is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Autism Ontario will make accommodations available to applicants with disabilities upon request during the hiring process.

Please note that Autism Ontario may utilize AI-based tools during the recruitment and selection process to enhance the efficiency and effectiveness of our hiring procedures.