

Contract Opportunity
Experienced PROJECT MANAGER

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| DEADLINE | Submit your resume and cover letter (max 1500 words) to camyi@arkcentre.ca by Wednesday December 9, 2020 by 11:59 PM (Eastern Standard Time). |
| Initiative | The Canadian Ark Centre of Excellence is a not-for-profit organization. In partnership with six other community organization, and financial contribution from Public Safety Canada, it seeks through the Community Action for Muslim Youth Integration initiative (CAMYI) to address the polarized thinking underpinning bigotry, hate, and violence among youth populations, through sharing expert knowledge and lived experience with youth in an interactive setting. This will involve engaging with other community organizations in developing and delivering culturally appropriate programs and services that counter polarized thought. The targeted population consists of key stakeholders across the Muslim community, including community leaders, community centres and individuals with lived experience on the subject. The objective is twofold, namely, to build our capacity to address these problems; and, to empower our communities to act and to prevent. |
| Work Description | The role of the Contractor is to manage the execution of this project. This includes many roles such as facilitator, administrator and coordinator where needed. The following are highlight of the tasks: <ul style="list-style-type: none"> ● To assist the team in developing a podcast strategy / agenda for the conference ● To draft correspondence and communications to stakeholders / participants ● To handle any inquiries from all stakeholders and participants ● To provide a written report / summary as needed for various meetings and events ● To assist in social media / posting and visibility of events ● To provide a report on performance such as key activities and summary of those activities. ● Participate in meetings essential to the execution of the project ● To act as a facilitator when needed and to ensure event agenda moves forward ● To act as coordinator of project tasks and keep track of action items from meetings/events and to ensure the execution of such items ● To provide performance reports as per Annex C of the CAMYI contribution agreement. ● To coordinate the work across the various project requirements such as media, IT/Web, comms, operations, scheduling, booking, accounting, and follow up. ● To ensure that documents, reports, and other products produced to support the project are stored appropriately in a shared environment for steering committee members |
| Experience | <ul style="list-style-type: none"> ● Has planned at least 2 large scale projects that included more than 2 collaborating organizations (experience in meeting the needs of several stakeholders in one project) ● Minimum of 5 years experience in community work within a Muslim community ● Minimum 2 years experience in planning and organizing online/live streamed events ● Minimum 2 years experience in facilitating a large attended conference (online / in-person) ● Knowledge of project management principles and minimum 5 years experience in project management ● Proficient in English / Arabic, written and spoken |
| Contact | Dani Khanafer, Director, Canadian Ark Centre of Excellence C10- 2295 St-Laurent Blvd, K1G 4Z6 camyi@arkcentre.ca ark@arkcentre.ca https://arkcentre.ca/ |
| Work Location | The work will be completed at the contractor's workplace and at designated locations across Ottawa. |
| Value | The total budget for this contract shall be \$5000.00 excluding applicable taxes. Out-of-city travel associated with this contract is not expected. However, due to the on-going pandemic, any associated out-of-city travel will be paid by the CAMYI. |
| Duration | Until March 31, 2021. |

SUMMARY of

| TASKS | DELIVERABLES |
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| Meet in person or via phone with the project authority to establish common understanding of the contract scope and all requirements | Participation in meeting Refined/clarified scope and requirements |
| Be available for weekly/bi-weekly check-ins | Participation in check-ins |
| Participate in meetings essential to the execution of the project | Progress summaries |
| To assist the team in developing a podcast strategy / agenda for the conference | Draft Agenda Draft strategy |
| To drafting of emails and communications to stakeholders / participants | Drafted communications products Summary of steering committee meetings drafted |
| To handle any inquiries from all stakeholders and participants | Inquiries addressed |
| To provide a written report / summary of the podcast discussion | Draft up to 10 podcast summaries Produce a final report on those summaries |

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| To assist in social media / posting and visibility of events | Poster, social media messages posted |
| To coordinate tasks across the various project requirements and teams | Workflow maintained, members of the team informed |
| To ensure that all documents and products produced are stored and accessible to either public or the teams as required | Shared electronic medium maintain and organized All shared items are accessible |
| To provide a report on performance such as key activities and summary of those activities. | Reporting on activities for each quarter for Q3 and Q4 for fiscal year 2020-2021 ending March 31, 2021. <i>Template to be provided by the project authority.</i> |