



Supporting Professionals. Igniting Learning.
Appuyer les professionnels. Susciter l'apprentissage.

Project Coordinator Position (Full-time) for Adult and Continuing Education

CESBA (*The Ontario Association of Adult and Continuing Education School Board Administrators*) is a provincial, non-profit professional association that represents, advocates for and supports adult and continuing education (A&CE) program staff working in nearly 60 school boards across Ontario. In addition to advocacy and professional development opportunities, we support and build capacity for professionals working in the A&CE sector through information, tools, resources and community partnerships.

CESBA is a great place to work. We are located in the heart of Toronto's Chinatown and provide a stimulating working environment with competitive salaries and benefits.

For more information about CESBA visit us online at: www.cesba.com

Job Summary:

The Project Coordinator will primarily focus on coordinating all aspects of Ministry of Education projects, such as PLAR for Mature Students training of staff in adult programs, school improvement and action research projects, orientation of new administrators, and data collection processes in school boards.

Salary Range: \$73,000 - \$75,000 per year plus benefits. This is a full time position renewable each year (depending on funding approval by government, which is very likely). The contract position would begin in February 2018 or before.

Job Duties

Include but are not limited to the following:

- Lead the process of preparing RFPs, deciding on contractors, drafting contracts and monitoring progress on deliverables
- Conduct background research on identified issues or topics
- Write reports, articles and other materials
- Review and edit all project documents to ensure quality and consistency
- Plan and coordinate sector stakeholder engagement activities such as advisory committee meetings, focus groups, workshops and surveys
- Prepare progress reports to the funder
- Monitor project budget and track expenses
- Respond to requests for information about the project from stakeholders and the public
- Other projects as assigned

Skills, Knowledge and Abilities Required:

- Post-secondary degree or diploma in a relevant field of study and at least 3-5 years' experience in a similar position
- Knowledge and understanding of hiring processes and managing consultants/contractors
- Excellent research, project management, financial management and report writing skills
- Experience processing and organizing large quantities of information
- Experience in agenda planning and organizing group events and workshops
- Strong interpersonal and partnership building skills; can reach out and engage a variety of individuals
- Exceptional verbal and written communications skills – can articulate complicated ideas in a clear and friendly manner
- Excellent organizational skills and demonstrated capacity to deal with multiple priorities, many details and tight deadlines
- Familiar with publicly-funded school boards that deliver adult, alternative and continuing education programs
- Proficiency using computers (Windows and Microsoft Office), web tools such as Eventbrite, Survey Monkey, Wordpress, and social media tools such as Twitter, LinkedIn, etc.
- Familiar with the non-profit sector
- Fluency in both French and English is an asset
- Willingness to routinely travel throughout Ontario

Please send your résumé and cover letter by **January 17, 2018** to: resumes@cesba.com

Interviews will be held between January 22 and January 31, 2018.

Please put “**Project Coordinator**” in the subject line of the email, and address cover letter and résumé to:

Hiring Committee
CESBA
165 – 215 Spadina Avenue
Toronto, Ontario M5T 2C7

No phone calls please. We thank all candidates for their interest and we will only contact those selected for an interview.