



MANITOBA LEAGUE OF PERSONS WITH DISABILITIES INC.

The Manitoba League of Persons with Disabilities is recruiting for a Project Coordinator. Please see the post below for more information.

Job title	Project Coordinator
Reports to	Operations Manager or Executive Director
Location	Winnipeg, MB
Status	Term until August 31, 2024 (anticipated start date is July 25)
Hours	20 - 30 hours per week

Job overview

The Project Coordinator will, lead, facilitate, coordinate, and provide direction, monitoring and oversight activity for the projects assigned and ensure that the projects meet their objectives and that the activities are planned, documented and coordinated throughout. This position is expected to develop and maintain strong relationships with project stakeholders throughout the project lifecycle.

Duties and responsibilities

Specifically, the Project Coordinator will manage the following projects over the next two years:

1. A one-year project around delivering accessible employment information and resources to human resource professionals in Manitoba.
2. A two-year project to coordinate, develop and deliver webinars during the National AccessAbility Week in 2023 and 2024.
3. Facilitate the MLPD's fee-based Accessibility Review Program.

Qualifications

The requirements of the position include the completion of a post-secondary program in communications or business, accompanied by 3 to 5 years' experience in the not-for-profit sector, or a combination of education and experience.

Skills:

- Disability awareness and understanding, with an appreciation or life experience of facing barriers.
- Post-secondary education in Project Management would be desirable.
- Connections within the disability community.
- Previous experience managing and leading projects including organizing, coordinating, planning, and maintaining schedules and controlling a number of projects. Preferably in the disability and/or non-profit sector.
- Proven ability to set priorities, solve problems and meet deadlines under pressure.
- Excellent organizational and time management skills.
- Excellent analytical, problem-solving and decision-making skills.
- Excellent verbal and written communication skills with the ability to communicate with all levels of staff, stakeholders and the general public.
- Demonstrated ability and experience with Microsoft Office Suite.
- Excellent interpersonal skills including the ability to maintain relations with other disability and indigenous organizations, the disability community, other staff and Council.
- Administrative skills.

Working conditions

The position would typically be during work hours, require some evening and weekend work for attending events and networking.

Physical requirements

The role may require the ability to travel to workshop locations and to transport related training materials/equipment to the workshop. Hybrid workplace/work at home option.

Accommodations

Accessibility accommodations will be provided as appropriate to ensure success in the role.

To Apply

Please send resume and cover letter to operations@mlpd.mb.ca

Application deadline: July 17, 2022.