



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	Project Manager
Location	Winnipeg, MB
Status	One-year term. Possibility of renewal dependent on funding
Hours	15-20 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 assist in the implementation and coordination of the following projects:

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. Various accessibility consulting projects.
4. Assist in formalizing the MLPD's fee-based Accessibility Review Program.

Qualifications

The requirements of the position include knowledge and understanding of the disability community, social media skills, the completion of a post-secondary program, accompanied by 2 to 3 years' experience in the not-for-profit sector, or a combination of education and experience. Lived experience of disability and disability advocacy may be considered as part of professional experience.

Skills:

- Disability awareness and understanding, with an appreciation or life experience of facing barriers.
- Post-secondary education, preferably but not necessarily in Project Management or a related field.
- Connections within the disability community.
- Previous experience managing and facilitating projects including organizing, coordinating, planning, and maintaining schedules and controlling a number of projects in the non-profit sector.
- Ability to set priorities, solve problems and meet deadlines under pressure.
- Organizational and time management skills.
- Analytical, problem-solving and decision-making skills.
- 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 and social media platforms. Experience with WordPress is welcomed but not required.
- 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. Equipment may be items like small speakers or a projector. Hybrid workplace/work at home option.

Accommodations

Accessibility accommodations will be provided as appropriate.

To Apply

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

Position open until filled.

People with disabilities, particularly those with multiple identities, are encouraged but not required to identify in their application.