

POSITION:	PROJECT LEAD – SNAP COMMUNITY OF PRACTICE
REPORTING TO:	DIRECTOR, SNAP SCIENTIFIC & PROGRAM DEVELOPMENT
JOB TYPE:	FULL-TIME 24 MONTH CONTRACT, NON-BARGAINING
POSTED DATE:	OCTOBER 19, 2020
APPLICATION DEADLINE:	UNTIL FILLED
EXPECTED START DATE:	ASAP
CONTRACT END DATE:	24 MONTH CONTRACT
LOCATION:	TORONTO

ABOUT CHILD DEVELOPMENT INSTITUTE

Child Development Institute (CDI) is a leading children’s mental health agency in the City of Toronto offering a range of services to approximately 3,500 children ages 0-12, youth ages 13-18 and their families each year. Our mission is to promote and support the healthy development of children and to strengthen the families and communities in which they live. We provide four streams of service to families in need: early intervention, family violence, healthy child development and specialized mental health services for children and youth with learning disabilities.

ABOUT SNAP® PROGRAM

SNAP (Stop Now And Plan) is an evidence-based, cognitive-behavioural, gender-sensitive, manualized program that teaches children ages 6-11 with behavioural problems, and their parents, how to make better choices in the moment.

<https://childdevelop.ca/snap/>

POSITION SUMMARY

Child Development Institute (CDI) is seeking a **Project Lead (PL) – SNAP Community of Practice (CoP)**, to join our dynamic SNAP Scientific and Program Development team. The successful candidate will be responsible for collaborating with the agency’s stakeholders (Senior Management, Leadership Team and staff), to plan, execute, and lead, a portfolio of projects in support of initiating, hosting, and supporting, a Canadian SNAP Community of Practice (SNAP CoP) – a virtual network and communication hub with approximately 100 organizations reaching up to 140 communities, with an in-person SNAP annual conference.

The **SNAP CoP** will build capacity across the SNAP network. The SNAP PL’s project portfolio will support the promotion of best-practice activities that include supporting capacity-building in feasibility, readiness, program adaptations (e.g., cultural, rural), fidelity monitoring, and outcome evaluation research across the network. Equally important, the PL’s portfolio will also support the SNAP CoP to help plan for and support, a sustainability framework for SNAP Affiliate sites as well as for SNAP CoP itself.

DUTIES & RESPONSIBILITIES

1. Coordinating project activities, including the allocation of adequate resources, scheduling, documentation, and other factors necessary for success.
2. From the project plan to be provided; collaborate with SNAP Senior Management to ensure the fulfillment of a portfolio of project activities in support of:
 - a) the facilitation of CoP members sharing challenges, successes, and lessons learned on approved SNAP adaptations;
 - b) improving SNAP Affiliate and CoP member peer-support around SNAP implementation and sustainability issues;
 - c) the creation of knowledge dissemination tools and programs on enhancing SNAP clinical utility;
 - d) building a mechanism to enhance the use of data to inform SNAP treatment planning, research and evaluation; and
 - e) Coordinating CoP membership-related activities.

3. Organize project teams into suitable workgroups and guide the teams throughout their work to produce deliverables according to the project charter/work plan.
4. Ensuring the implementation of all online and virtual CoP activities (e.g., webinars, events, zoom, MS Teams, Skype) and in-person events.
5. Coordinate the set-up of SNAP CoP annual conference, coordinating internal cross-functional teams.
6. Monitor and coordinate all pre and post-event communications and logistics and ensure the continuous improvement of member experience.
7. Conduct project post mortems in order to identify areas for improvement; make recommendations based on findings.
8. Other relevant tasks and activities.

MINIMUM QUALIFICATIONS AND SKILLS

- A bachelor's degree in a social science or equivalent experience in a related field.
- Two (2) + years of Project management experience, PMP designation preferred.
- Two (2) years experience working in a public funded agency environment.
- Experience managing projects of similar scope.
- Strong organizational skills and detailed oriented.
- Exceptional communication skills, both orally and in writing.
- Ability to assume responsibility and exercise good judgment in making decisions within the scope of authority of the position.
- Ability to prioritize tasks and meet deadlines in a dynamic environment.
- Excellent interpersonal skills.
- Demonstrated ability to work in a respectful and aware manner with groups from diverse background and experiences.
- Experience using project management software and digital tools to coordinate multiple projects and measure fulfillment in conjunction with achieving organizational goals.
- Proficiency in leveraging digital conferencing platforms to coordinate internal and external teams and groups (Zoom, Skype, Google Hangouts, MS Teams, etc.).
- Experience using social media marketing and engagement strategies including Facebook, Twitter, and Instagram.
- Knowledge of venture philanthropy an asset.

WORKING CONDITIONS

- Governed by concurrent and dynamic deadlines, despite conflicting priorities and frequent interruptions.
- Fast-paced work environment.
- Working from home during the COVID-19 pandemic

COMPENSATION: Salary is under review and is subject to skills, abilities and qualifications.

APPLICATION INSTRUCTIONS:

Please submit a cover letter and chronological resume to:

Child Development Institute

Human Resources

E-mail: careers@childdevelop.ca and laugimeri@childdevelop.ca

Thank you in advance for your interest. However, due to the volume of resumes received, only those candidates selected for interviews will be contacted.

DIVERSITY AND INCLUSION:

Child Development Institute is an Equal Opportunity Employer. We value inclusivity & diversity in the workplace. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to,

- *First Nations, Métis and Inuit peoples, and all other Indigenous peoples;*
- *members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;*
- *persons with visible and/or invisible (physical and/or mental) disabilities; and*
- *persons of marginalized sexual orientations, gender identities, and gender expressions.*

We recognize that many of these identities intersect and that therefore, equity, diversity and inclusion can be complex. We value the contributions that each person brings, and are committed to ensuring full and equal participation for all in our community.

ACCOMMODATION:

Child Development Institute is committed to creating an accessible and inclusive organization. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Ontario Human Rights Code (OHRC). Child Development Institute will provide accommodations throughout the recruitment & selection

process to applicants with disabilities. During any stage of the recruitment process, please notify Human Resources of the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.

All applicants are advised that offers of employment are contingent upon the successful completion of a Vulnerable Sector Check.