



Prince's Trust Canada  
La Fondation du prince au Canada

President – HRH The Prince of Wales  
Global Founding Patron – HH the Aga Khan

Président – SAR le prince de Galles  
Mécène fondateur mondial – SA l'Aga Khan

## **JOB POSTING - Project Manager, Sustainability (4-month contract)**

### **The opportunity**

Bring your talent, passion and experience to this role. Join a team in Canada and internationally, focused on creating a sustainable future. The **Project Manager, Sustainability (4-month contract)** will support the development of youth employment programs in the sustainability sector (starting with forestry and green trades), Prince's Trust Canada's newest program area. The role is a four-month contract starting in September 2020.

### **This role is a fit for you if ...**

You have a strong understanding of sustainability and/or employment programs for young people facing barriers... can demonstrate exceptional initiative and planning, prioritizing, multi-tasking skills to complete tasks on time in an efficient and effective manner... have strong communication skills – interpersonal, written and verbal and are able to create effective partnerships with multiple stakeholders. You come with experience planning and implementing projects, including writing project plans, budgeting, critical paths and related resources. You are agile, flexible and entrepreneurial to be able to develop and seize opportunities.

If the above sounds like you, please read on...

### **The Organization**

Prince's Trust Canada is a national charity headquartered in Toronto which delivers programs with community-based organizations and corporate and academic institution partners in Toronto, and locations including Vancouver, Calgary, Regina, Saskatoon, Winnipeg, Ottawa, Quebec City, Halifax, and St John's.

Through innovative partnerships and guided by the United Nations Sustainable Development Goals, our mission is to empower young people and veterans to build resilient, future-ready communities. Our programs help young people overcome barriers to employment and prepare for the changing world of work, provide entrepreneurship training and support for veterans, and through our new focus in sustainability, address climate change mitigation and adaptation. Our work is inspired by our Founder and President, His Royal Highness The Prince of Wales, and his vision for a more sustainable future.

Our ambition is to deliver more tangible impact through high-quality programs, working in collaboration with a growing network of supporters, partner organizations and

volunteers across the country. The small but mighty staff team is committed and passionate about our new strategic plan and vision of a sustainable future for Canada, where young people and communities thrive.

## **The Position - Primary Responsibilities:**

### **Sustainability Program Development:**

- Build on current research to narrow and identify programming opportunities for Prince's Trust Canada at the intersection of employment for young people with barriers in the Greater Vancouver Area (GVA) and the urban forestry and green trades sectors.
- Develop program plans that build on PTC's existing programs (Discover, Get Into and WorkReady) with recommendations for potential new high impact programs with the potential to scale
- Engage in review and scoping process to identify and select potential community organizations and employer partners, follow due diligence and confirm approval by PTC's risk management committee for potential collaborators
- Support the identification of local program advisors and develop and manage consultation process to solicit feedback, with a goal of building networks and establishing credibility in these sectors
- Incorporate feedback into program planning by developing, implementing and assessing proactive solutions
- Support the convening of a global advisory group for feedback on the potential for future international expansion
- Support the development of key Measurement and Evaluation indicators
- Support the collection of data, results tracking and reporting requirements as required for funders and collaborators

### **Program Delivery:**

- Plan and deliver a tree planting event in November 2020 in GVA including collaboration with community organizations to recruit young people
- Work with the confirmed tree planting partner to coordinate logistics and ensure relevant education programming is included
- Work with PTC's communications and fundraising leads to ensure any media, promotional and donor stewardship elements are supported and delivered on the ground

### **Funder and stakeholder engagement:**

- Support business development and stewarding efforts for employer engagement
- Steward donors according to agreed protocol, including contributions to fulfilment reports, tracking activity in the CRM

## **Team and organizational responsibilities:**

- Support the internal Sustainability working group to plan and implement an organizational sustainability plan and statement including measuring and setting targets for reducing PTC's carbon footprint and educating and motivating the team to apply the sustainability lens to programming, communications, events and fundraising.
- Support the values of the organization.

### **Skills and attributes**

- A confident self-starter with the ability to manage multiple projects and deadlines in a dynamic, entrepreneurial, team-based working environment
- Strong problem-solving skills with demonstrated creative, innovative and strategic thinking
- Motivated and inspiring team player excited about building something new
- Possess excellent partnership management and interpersonal, written and verbal communication skills
- Have an understanding of programming in support of young people facing barriers and/or programming in the sustainability sector
- Commitment to the values, mission and programs of Prince's Trust Canada
- Possess and maintain a clear vulnerable person sector check
- Must be eligible to work in Canada
- Ability to travel to British Columbia

Recruitment for a full-time Project Manager role to be based in Vancouver in early 2021 begins in the fall 2020. This contract position ends with the hand-over to the full-time position.

**Location:** Role is expected to be mostly remote working, with preference for employee to be located in Ontario or British Columbia.

Please submit your cover letter and resume in confidence to [humanresources@princestrust.ca](mailto:humanresources@princestrust.ca) by September 17, 2020. Applications will be received on an ongoing basis until this time, therefore early submission is encouraged.

Prince's Trust Canada is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse communities that we serve. We encourage applications from women, BIPOC, LGTBQ2S+ and people with disabilities as we strive to build a more inclusive society.

If you will require accommodations at any stage of the selection process, please state the nature of the accommodations in your cover note.

Thank you for your interest in this position and Prince's Trust Canada.