



PROJECTS & PROGRAMS COORDINATOR STAKEHOLDER RELATIONS & STRATEGIC PROJECTS

(ONE-YEAR CONTRACT, RENEWABLE)

WHO WE ARE

Toronto Global is an arms-length organization representing municipalities in the Toronto Region. Our team of experienced business advisors actively seeks global companies interested in expanding operations to the Toronto Region and provides a comprehensive, customized service that allows for a smooth transition into the market. Toronto Global is dedicated to understanding our clients' business needs and delivering tailored, innovative solutions that will set the stage for their success in the Toronto Region.

OUR PEOPLE, PERKS & CULTURE

We're an enthusiastic team of smart, dedicated professionals. Our culture is built on making sure individual team members have the opportunity to contribute to something greater, whether that be through having a voice on one of our internal task forces or by getting involved in team socials or business events. Interested in health, self-care, and planning for the future? We've got you covered there too! In addition to a competitive base salary, this opportunity includes access to health benefits, our employee assistance plan, and the option to participate in our OMERS pension plan. We love driving the growth of the Toronto Region through our work and do it proudly. We are high achievers, but this doesn't interfere with our sense of humour, endless curiosity, and our desire to have fun.

PURPOSE OF THE ROLE

Toronto Global has an exciting full-time contract opening for a newly created Projects & Programs Coordinator position. This is a dynamic cross-divisional role reporting to the Director, Stakeholder Relations and Strategic Projects. The Projects & Programs Coordinator will collaborate across the organization to implement and administer project management tools to support the successful execution of critical projects. This position will also contribute to the planning, delivery, and communication of Toronto Global's new Stakeholder Relations program. We are looking for candidates who are passionate about where they live, motivated to make a difference, and excited to accelerate their learning in a fast-paced, small team environment.

KEY RESPONSIBILITIES

Strategic Project Coordination & Reporting

- + Support and administer the implementation of new project management tools and processes
- + Liaise cross-divisionally with project leaders to:
 - + develop project objectives in line with strategic priorities and the annual business plan
 - + identify critical tasks, resources, milestones, stakeholders and process improvements required for successful execution
 - + maintain up-to-date project status information, manage action items, and coordinate follow-up, as necessary to facilitate project team workflow and timelines
- + Develop and run project reports and metrics to provide analytical support for key stakeholder groups; including but not limited to Toronto Global's Executive Management Team, Board of Directors and Funding Partners

Stakeholder Engagement Program Coordination

With guidance from the Director, Stakeholder Relations and Strategic Projects:

- + Support development and implementation of an organization-wide stakeholder engagement tracking tool



- + Ensure completeness and accuracy of stakeholder engagement tracking data as required
- + Develop and run stakeholder engagement reports to provide key stakeholder insights and KPIs to the Executive Management Team, staff, and the Board of Directors
- + Draft stakeholder communications material and coordinate outreach initiatives, as directed
- + Project manage key aspects of stakeholder engagement programs (e.g. client and partner surveys, FDI Impact Awards, partner recognition) as assigned
- + Plan and contribute to new thought leadership and stakeholder initiatives that maximize the organization's reach and influence within the broader Toronto Region business community

REQUIRED SKILLS & EXPERIENCE

- + Post-secondary degree in Business Administration, Commerce, or related field; equivalent combination of education and experience may be considered
- + Minimum 2 years of project coordination, program administration, or related experience is preferred
- + Demonstrated understanding of project management and/or stakeholder relations concepts; project management and/or stakeholder relations courses/certification an asset
- + Solid organizational and administrative skills; highly detail oriented, strong ability to keep information organized and up-to-date and to proactively initiate follow-up on tasks against project timelines
- + Comfortable in a complex work environment that contains a level of ambiguity- continuous flexibility and agility, along with creativity problem solving ability is key to being successful in this role
- + Excellent oral and written communication skills with demonstrated ability to condense content into clear and concise language to create communications materials for a variety of different stakeholders
- + Team oriented with excellent interpersonal skills to build relationships, foster collaboration, and anticipate and act on the needs of a diverse set of stakeholders, both internally and externally to reach corporate goals and objectives
- + Intermediate to advanced computer skills with fluid proficiency in MS Office/MS 365 applications (i.e., Excel, Word, PowerPoint, Outlook, Teams, SharePoint etc.); experience with project management tools, customer relationship management systems, data analysis/visualization, social media monitoring or email marketing tools considered an asset
- + A strong interest and understanding of the Toronto Region, economic development profession, global business and economic climate and Foreign Direct Investment (FDI) environment is an asset - A passion for the Toronto Region is a must!

HOW TO APPLY

Interested candidates are encouraged to submit their resume and cover letter to bmoir@torontoglobal.ca by October 22, 2021. **In the subject line of your email, please include the job title of this role and your name.**

Toronto Global is committed to diversity, equity, and inclusion in the workplace, because we believe it contributes to innovation, better decision-making, and a deeper understanding of the community we serve. We are dedicated to fostering a barrier-free environment where accessibility, empowerment, and respect are key drivers of our team's success. Demonstrating fair and equitable employment practices is our priority and accommodations are available at all stages of the recruitment process upon request. At Toronto Global, we strive to ensure everyone can show up as their true selves at work and achieve their full potential.

We sincerely thank all candidates for their interest in Toronto Global, however only those selected for an interview will be contacted.