



Project Coordinator and Innovation Analyst (SCORE Program)

18-MONTH CONTRACT OPPORTUNITY (RENEWABLE)

WHO WE ARE:

Toronto Global is a not-for-profit investment attraction agency that supports the expansion of foreign-owned businesses to the Toronto Region. We represent the cities of Toronto, Mississauga, and Brampton as well as the Regions of Durham, Halton, and York. We also work closely with the Government of Canada, the Province of Ontario, and Municipal partners.

SCORE PROGRAM OVERVIEW:

Toronto Global has secured funding to develop a new initiative called the Supply Chain Onshoring, Resilience, and Expansion (SCORE) program to better understand local supply chain capacity while identifying gaps, risks, and opportunities caused by global disruption. Services and capabilities will be developed to complement the ongoing work underway in Ontario to help recruit and relocate (“onshore”) foreign firms across the global supply chain. These capabilities will also serve select domestic firms to enhance business development, create new strategic partnerships, explore operations optimization, and improve overall continuity planning. The SCORE program is outside Toronto Global's core mandate, but strongly related to the organization's work in facilitating Foreign Direct Investment (FDI) to the Toronto Region.

To reflect Ontario's supply chain strengths and to manage the overall project scope, SCORE will place emphasis on the following sectors:

1. **Advanced Manufacturing** with a specific interest in high-impact manufacturing capacity.
2. **Food and Beverage** including packaging, processing, production, etc.
3. **Life Sciences** which will cover PPE, medical devices, pharmaceuticals, and more.

The core SCORE program will be built in phases around the following three pillars:

1. Supply Chain **Development**
2. Supply Chain **Resilience**
3. Supply Chain **Innovation**

With funding provided by FedDev Ontario for a period of two years, SCORE represents a pivotal new opportunity for Toronto Global to leverage incremental project funding to deliver economic growth in the Toronto Region and across the Province.

OUR PEOPLE, PERKS, AND CULTURE:

We're an enthusiastic team of smart, innovative, and dedicated professionals. Our culture is built on making sure individual team members can contribute to something greater, whether that be having a voice on one of our internal task forces or getting involved in team social or business events to fuel your professional development.

Interested in health, self-care, and planning for the future? We've got you covered! In addition to a competitive base salary, this opportunity includes access to health benefits, a strong employee assistance plan, and an opportunity to participate in our OMERS pension plan. We love driving the growth of the Greater Toronto region through our work and we 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!

225 King Street West
Suite 901
Toronto Ontario
Canada M5V 3M2

+1 416 981 3888 **Phone**
+1 416 646 2993 **Fax**
torontoglobal.ca

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POSITION SUMMARY:

The role of Project Coordinator and Innovation Analyst is an elevated position and critical part of our newly launched supply chain (SCORE) program. The successful candidate will work under the direct supervision of the SCORE Program Manager and will be essential in monitoring the impact of the project by prioritizing tasks and through semi-regular reporting to Toronto Global's Finance & Business Operations team. This hybrid role has a dual function that includes: 1) planning, scheduling, organizing, and evaluating supply chain related projects according to impact, specifications and budget; and 2) to monitor various programs, associations, think-tanks, academic institutes, cluster/industry groups, and other related initiatives within Canada's innovation ecosystem to help the SCORE team and our partners better understand how value chains are evolving. This includes how modern technologies like AI, ML, Cybersecurity will impact the future of global supply chains.

KEY RESPONSIBILITIES:

- + Coordinating project schedules, resources, assets, and other information as needed to ensure all aspects of the SCORE program are optimized, running smoothly and related to the KPIs established by FedDev.
- + Ensuring that clients' needs are captured while ensuring capabilities are recorded as they develop and as the overall SCORE build evolves.
- + Work collaboratively with service providers, delivery partners and other stakeholders to capture supply chain trends and innovation insights as they relate to the program pillars and identified areas of sector focus.
- + Contribute to in-house databases and support the development, implementation, and ongoing improvement of SCORE's internal knowledge base (powered by the Notion platform) to support consistency, quality and overall optimization while working with the internal team to verify data accuracy related to client-facing materials.
- + Facilitate needs assessments and task scoping with project leaders while using agile project management techniques to validate assumptions that help minimize gaps and identify potential risks.
- + Meet regularly with stakeholders to check on overall progress while providing status updates to leadership on project work to help remove barriers and enable teams to complete tasks on time with high accuracy.
- + Constantly update personal knowledge of the Toronto Region and build a good understanding of Toronto Global's core value proposition as it directly relates to the SCORE program's KPIs.
- + Develop insight and understanding into the innovation and entrepreneurial ecosystem as it relates to the supply chain and various enabling technologies.
- + Conduct data analysis and research to build and continually strengthen the Toronto Region's value proposition as a competitive location for both foreign direct investment and business expansion.
- + Lead and role model a culture of teamwork, collaboration, regionalism, and meaningful client-centricity.



REQUIRED SKILLS:

- + An undergraduate degree required with a preferred focus in a related discipline that may include business, marketing, project management, social science, entrepreneurship, political science, economic development, etc.
- + A Masters' degree in a related discipline would be an asset but is not a requirement.
- + Minimum of five (5) years' experience working in a professional and fast-paced business environment with proven experience managing multiple concurrent projects that contain various stakeholders.
- + The successful candidate must be equally content contributing to group projects as they are undertaking individual assignments while having the skill to demonstrate superior problem-solving and strong multitasking.
- + Excellent written and verbal communication skills are required along with well-developed interpersonal skills that demonstrate experience in developing strong partnerships with both internal and external stakeholders.
- + Comfortable and proficient using Microsoft Office 365 applications (PowerPoint, Excel, SharePoint, Word, etc.).
- + Familiarity with Enterprise Content Management Systems (such as Templafy, Xpertdoc, OpenText, Atlassian etc.) is an asset but not a requirement.
- + Familiarity with project management tools and knowledge-based software (MS Projects, Notion, etc.) is an asset.
- + Must be able to identify dependencies and facilitate communication / collaboration across various project streams.
- + Help influence and design best practices in the development of processes, procedures, and other structures for communication, implementation, and monitoring that contribute towards team optimization and overall operations.
- + Technically competent with outstanding communication skills and the ability to understand complex information that can be translated into tangible actions for non-technical audiences.
- + Strong business acumen, superior problem-solving skills and creativity will be essential to this role's success.
- + Must have a passion for project management, business, innovation, Canada, and of course the Toronto Region!

HOW TO APPLY:

Interested candidates are encouraged to submit their resume and cover letter to jbecker@torontoglobal.ca. In the subject line of your email, please include the job title of this role and your full name. We sincerely thank all candidates for their interest in Toronto Global, however only those selected for an interview will be contacted.

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. To ensure our recruitment practices are fair and equitable, accommodations are available at all stages of the process upon request.

At Toronto Global, we strive to provide everyone with the assurance that they can show up as their true selves at work and achieve their full potential. Thank you for your interest and we look forward to hearing from you!