



Job opening– Project Manager/Virtual Training Facilitator – June 2022

Spend a year building capacity for kindness in Canada’s youth!

WITS Programs Foundation (WPF) is a charitable non-profit society that created and provides Canada’s national bullying-prevention program WITS, Canadian Kindness Leaders, organizes Pink Shirt Day activities, and more. We are seeking a bilingual Program Manager/ Training Facilitator to plan and oversee all aspects of **PISHKI** (Pink Shirt Day Kindness Initiative) to be delivered in the 2022/2023 school year. We hire based on the person who is the right fit, finding the best match between our range of needs and what prospective employees can offer. Find out more about the WITS Programs Foundation at www.witsprogram.ca

Title: Project Manager/ Training Facilitator

Location: Anywhere in Canada; WPF office is in Victoria, BC.

Fringe Benefits: Visit multiple communities across Canada and build ties with Indigenous communities.

Description: Reporting to the Executive Director, the Project Manager (PM)/Virtual Training Facilitator (TF) is responsible for planning and overseeing all aspects of PISHKI. This includes working with a team to design and facilitate a virtual training for high school youth leaders based on anti-bullying curriculum and a design thinking methodology. We are looking for someone with excellent organizational skills, strong personal relations skills, and virtual training experience, especially with youth.

The PM/VT is responsible for ensuring achievement of project outcomes on time and within budget—in particular beneficiary reach, and youth engagement & skills-building. To do so, the PM/TF will be responsible for developing and managing work plans to achieve outcomes. While the PM/TF does not directly supervise or manage staff, they are responsible for engaging and managing contractors; and, relationships with co workers and stakeholders. The ideal candidate excels at both stakeholder relationships and task management and has a passion to improve youth engagement and kindness in Canada.

The job will include traveling to many of the participating communities, as determined by the project plan co-developed by the PM/TF.

Desired Qualifications and Skills:

Essential:

- Strong skills and experience in project management, especially projects with multiple stakeholders, outcomes, and deliverables.

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- Experience in virtual training design and facilitation, especially with youth.
- Demonstrated excellence in organization, communication, and reporting.
- Functional spoken and written competency in English and French.
- Capacity to lead work across multiple disciplines (e.g., communication, monitoring and evaluation, community mobilization, online engagement and training, budget management, etc.) and to engage specialized assistance where needed.

Preferred:

- Experience engaging children and youth and associated stakeholders, especially education stakeholders, across multiple regions of Canada.
- Experience working with Indigenous partners and a commitment to Reconciliation.
- Experience working with non-profit organizations and/or Heritage Canada.
- Familiarity with Design Thinking and/or bullying prevention concepts and initiatives.
- Experience working with and coordinating stakeholders from a distance.

Qualifications:

- 5+ years of non-profit sector experience, at least 2 of which involved project management.
- Experience in virtual training design and/or facilitation

If you think you are a good fit for our organization, let us know! WPF is an equal opportunity employer, based on inclusion, cooperation, and open communication. We strive to provide the flexibility necessary for our staff to perform at their best.

The final job description will be a combination of task descriptions based on the person who is the right fit: we will also consider other areas where you excel. We are a small and growing organization: team members sometimes shift priorities to accomplish organizational goals. Through it all, a passion for kindness is essential.

WPF has flexible hours, work-from-home options, and great feelings from doing good in the world!

Term: This is a flexible contract position for a period of one year.

Compensation: \$55k on contract

Start: July 2022

Application closing date: June 28, 2022

Apply: send resume and cover letter to Andy Telfer, Executive Director exec@witsprogram.ca