

# Project Manager, CAN Health (2 year contract)

Phone :

Web :

## Job Summary

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Vacancy :

Deadline : Jul 21, 2024

Published : Jun 21, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :



COMMUNITECH®

## Job Description

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### Communitech helps founders start, grow and succeed

At Communitech, we're all about the "F" word. Founders.

We were built by tech founders who saw the need for a community of support to help ensure the future prosperity of Canada. No other innovation hub can say that, which is pretty cool.

Established in 1997, our mission has been our guide ever since. We're here to support the founder at every stage of their journey, providing accelerated opportunities to access talent, capital and sales.

As Canada's tech supercharger, we help founders:

- Hire and retain the smartest, brightest and most experienced people
- Access growth financing at every stage
- Sell to the biggest customers at home and around the world
- Connect the right people at the right time – peers who have been there before, coaches who can guide them through the difficult spots and partners from all over Canada

We're looking to grow our team with passionate people – people who believe in our mission and who are willing to do what it takes to help our founders succeed. If you like to work collaboratively, get s#t done and be a champion for Canadian tech, we want to hear from you. Wonder what it's like to work at Communitech? Learn more

at <https://www.communitech.ca/corporate-stuff/careers/>

Communitech is a hybrid organization headquartered in downtown Kitchener, Ontario. In-person connection is important to us, so we get together regularly for special events, collaboration days and team socials, and we ask our team members to work onsite from our Kitchener facility for a minimum of 2 days/week. We are a flexible, people first environment and want to allow our people to make decisions and choices about where they work to support work life balance within clear guidelines.

Reporting to the Chief Strategy Officer, the Project Manager, CAN Health will take on the following:

#### What you'll be doing:

- Oversee and manage the deliverables as outlined in the ISED Agreement, ensuring that all milestones are delivered on-time and within scope
- Facilitate collaboration between Communitech, CAN Health, and other stakeholders, maintaining clear and consistent communication.
- Implement and manage a multi-stakeholder governance model to track and analyze project performance, budgets, risks, and timelines.
- Lead planning and execution phases of the project, breaking down high-level deliverables into actionable tasks with clear scheduling and responsibilities.
- Communicate with stakeholders, lead cross-organizational groups, surface issues, and prioritize deliverables.
- Coordinate internal resources and third parties for the flawless execution of the CAN Health project
- Host regular meetings with project teams and stakeholders to ensure alignment and address any project updates or adjustments.
- Develop and maintain comprehensive project documentation, including schedules, status reports, and budget overviews.
- Proactively address potential project issues and roadblocks, ensuring smooth project operations.
- Communicate goals, responsibilities, and performance expectations to the team in a positive and collaborative manner.
- Track and analyze the project performance, expenditures and report on any current or potential issues/risks
- Manage cross-functional and cross-organizational deliverables
- Other duties as assigned to support the project's success. All duties subject to change.

#### What we are looking for:

- 5+ years of project management experience. Project management (PMP) certification or experience with methodologies such as Prince2 is definitely an asset.
- Experience managing large, controlled projects with a high degree of complexity and reporting
- Experience working with executives and multi-stakeholder engagements
- Strong organizational and leadership skills, capable of leading cross-functional teams.
- An aptitude for effective communication, collaboration and a willingness to clearly present other's ideas.
- You absolutely must be detail-oriented and possess excellent organizational skills.
- Excellent written/ verbal communication and interpersonal skills, with a proven ability to manage and prioritize tasks effectively.
- Experience in Health Care an asset
- Experience working with a CRM tool
- Proficiency with project management / workflow tools e.g. Asana, MS Project
- Demonstrated experience managing multiple projects involving third-party vendors
- Experience in budget management and risk assessment
- Experience developing briefing documents, defining project goals and objectives, identifying project risks, developing project timelines and budgets, and managing multiple milestones and deliverables.

#### To Apply

Please apply online along with your resume and cover letter.

We thank all applicants in advance; however only individuals selected for an interview will be contacted. All applications will be kept confidential. Communitech is a diverse and inclusive environment and encourages applications from all qualified candidates, including indigenous persons, francophones, members of sexual minority groups, persons with disabilities, visible minorities and women. We will provide any requested accommodation to candidates with disabilities throughout the recruitment process.

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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