



Trinity Theatre | Project Manager | Full-time

Position #:	ESF002	Revision Date:	May 11, 2022
Start Date	June 27th, 2022	Salary	\$18.50-\$23.00/ H
End Date	March 31st, 2022		
Position Title:	Project Manager		
Department/Division:	Trinity Theatre		
Location:	Hybrid Position 295 Springdale Blvd, Toronto ON M4C 2A1 Other identified locations within Toronto and the GTA Ability to commute/relocate: <ul style="list-style-type: none">• Toronto and the GTA: reliably commute or plan to relocate before starting work (preferred)		
Summary:	<p>Trinity Theatre is looking for a skilled, passionate, and motivated youth to support our non-profit organization and youth leadership programs both remotely and in-person in Toronto and the GTA.</p> <p>We are seeking candidates interested in developing their leadership skills, self-development, project management, collaboration, and social entrepreneurship skills. They must also be passionate about participating in youth-focused, community-based work.</p> <p>The Project Manager will work with Trinity's Executive team to manage the creation, development, and sustaining of Trinity's projects, manage volunteers, report on the progress of projects, online/in-person events, marketing and management support, partnership management, and more.</p>		



	They will assist in the integration of programs and projects in communities and schools.
Duration:	July 27, 2022 - March 31st, 2023 Full-Time: @ 30 hours a week.
About Trinity Theatre	
<p>Trinity Theatre is dedicated to designing and delivering progressive self-development programs which enable the connection between youth and their communities. Our vision is to make every Canadian skilled in learning, leading and serving in their communities.</p> <p>Our innovative community-based training and peer mentorship programs provide opportunities for youth to grow on a personal level. They do this by building relationships, learning new skills, and creating a lasting impact on their lives and communities.</p> <p>Our youth employees assist in creating outreach strategies developed to engage youth - particularly those who are underrepresented, disadvantaged, or disengaged. Key organizational activities and programs youth employees are involved in include:</p> <ul style="list-style-type: none">● Youth Councils intended to provide youth a voice in their communities while also providing them with the organizational support to make sustainable change within their community;● 'Service Engagement in Community' workshops and walking tours designed to inspire and encourage youth to participate in meaningful volunteer service;● 'Volunteer Service Mindset' projects and initiatives that tackle issues identified by youth and provide them with entrepreneurial skills and experience needed to succeed in the future. There is an emphasis on developing intergenerational and accessible projects.● 'Collective Impact Hub' forums and events held with community stakeholders giving youth the opportunity to promote youth councils' work, as well as develop networks and intergenerational support● Mixed Media Micro Journalism creating content detailing youth experience in the community and showcasing the meaningful work being executed. Content creation will be supported by research and developed alongside a communications team, including but not limited to videos, reports, and podcasts.	



Responsibilities:

The primary function of the Project Manager is to lead and execute project activities across the organization in close collaboration with the executive team. The role will involve managing the creation, development, and sustaining of Trinity's projects, managing volunteers, reporting on the progress of projects, online/in-person event marketing and management support, partnership management and more. Their work may include:

- Participate in the creation of project work plans in collaboration with Trinity's executive team.
- Develops and maintains partnerships with external organizations. Consult with stakeholders as needed and ensure readiness for project implementation.
- Execute project plan according to project methodologies and ensure successful and coordinated completion of project components. In addition, track project progress according to the project plan and identified metrics.
- Support program development and delivery with a focus on continuous improvement.
- Work with Trinity's evaluation consultant to develop the evaluation framework for the project.
- Monitor and report on the status of the project and major barriers encountered.
- Make recommendations regarding the project's scope and related changes required to facilitate a successful outcome.
- Implement or contribute to the implementation of effective processes to assess project risks, identify risk mitigation strategies, and monitor risk throughout the project lifecycle.
- Provides leadership by giving advice or guidance in situations that require interpretation and judgment.
- Lead the recruitment, supervision, and support of project volunteers as well as provide on-the-ground support, as required to youth volunteers.
- Actively lead and participate in project events (meetings/workshops/forums/training)
- Contribute to promotional materials and collaborate with Trinity's communications team to promote the program, and provide updates about upcoming workshops, events, and other opportunities.
- Contribute to the development of training materials in collaboration with Trinity's executive team.

Qualifications, Requirements & Boundaries:

- Due to funding restrictions, applicants must meet Canada summer jobs requirements.
 - 15-30 years of age
 - Identifies as one of the following:



- Canadian Citizen
- Permanent Resident
- Refugee

- Cross-cultural awareness and understanding.
- An entrepreneurial mindset and the desire to thrive in a grassroots non-profit environment.
- 1-3 years working or volunteering in community development and/or project management.
- An in-progress or completed degree or diploma in marketing, communications, public relations, media studies or other related fields or demonstrated work experience.
- Strong written and verbal skills.
- The ability to work in a fast-paced and deadline-driven environment.
- A demonstrable passion for learning new technologies and systems.

Preferred Requirements:

- A familiarity with non-profit organizations

Training & Supervision:

- Orientation sessions led by Trinity's Co-Executive Directors.
- Training provided by Trinity's executive team in research, facilitation, cultural sensitivity, leadership, and mentoring.
- Regular online check-ins to support remote working.
- Monitoring and ongoing support of activities by Trinity's executive team, Communications and IT support as required.
- Co-Executive Directors' mentoring support.

Risk Assessment

Medium Risk Level

Hiring Policy / Statement on Equity and Diversity



Trinity Theatre understands that achieving our purpose necessitates a diverse workforce. Our objective is to attract and develop youth from various backgrounds allowing us to benefit from their diverse experiences and perspectives.

We are committed to ensuring that members of traditionally marginalized groups from a range of communities feel empowered to apply for positions within the organization. We suggest applicants introduce themselves, their stories, and lived experiences in their cover letter to their level of comfort.

Staff Contact

Alexandra Oestreicher (she/her) | Programs Manager | alex@trinitytheatre.ca

Application Process

Interested and qualified youth are invited to submit their resume and cover letter to the following email: alex@trinitytheatre.ca. In your cover letter, please let us know why you want to work at Trinity and outline how your experiences will position you for success in this role.

We thank all candidates for their interest. Only those who are chosen for an interview will be notified.