



Job title	<b>Project Manager – National Programs</b>
Job location	Action Against Hunger/Action contre la Faim - Canada
Direct supervisor	Executive Director
Location	Toronto
Type of position	Action Against Hunger will consider candidates willing to take on 37.5 OR 22.5 hour weeks

**Who we are**

Created in 1979, Action Against Hunger is a non-governmental organisation that aims to provide solutions to hunger. Our mission is to save lives by eliminating hunger through the prevention, detection and treatment of under-nutrition, particularly during and after emergency situations linked to conflicts or natural disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods; water, sanitation and hygiene and advocacy.

**About the role**

In 2017, Action Against Hunger will be launching new pilot programming in Canada together with like-minded partners. We are looking for an energetic, passionate and dedicated individual to support in the design and implementation of this pilot project and to lead on the strategic planning for its eventual scale up in the future. This is a unique opportunity for a self-starter who has specific experience working in the educational system in Canada; experience with institutional, government, and foundation donors in Canada; and a specific interest in child nutrition and food security.

The overall objective for the Project Manager will be to provide leadership on the design, implementation and scale up of a nutrition/food security pilot project for Action Against Hunger in Canada.

**Specific Tasks and Responsibilities:**

Under the supervision of the Executive Director of Action Against Hunger Canada, the responsibilities of the Project Manager will be:

**1. Project Management**

- Develop and coordinate the overall pilot project implementation plan, budget and schedule.
- Establish a monitoring, evaluation and learning framework for the project and compile monitoring data.
- Produce relevant internal and external learning documents and/or communications pieces.
- Ensure the consolidation of project reporting and sharing of project information with project stakeholders and management team.
- Ensure that a system of information management is established for the project and that all project documentation is organized and accessible for all project stakeholders.
- Design the post-pilot phase of programming together with relevant project stakeholders.
- Develop the curriculum modules for a “nutrition security/global hunger” teacher tool kit.

## **2. Partnership Building**

- Pro-actively manage the relationship between the project partners, including maintaining a dialogue with the implementing partners and schools and their administrators on the challenges and impacts of the project.
- Actively promote the pilot project with schools and school boards to provide information and exchange experiences for future scaling of programs.
- Represent Action Against Hunger with relevant local, provincial and/or national food security and nutrition networks.
- Meet with community and education stakeholders to identify opportunities for future growth of programming.
- Ensure the maintenance of partnership agreements, and that Action Against Hunger meets the objectives of these agreements.

## **3. Fundraising**

- Conduct research on potential donors (individual, institutional, governmental) and maintain an organized database.
- Identification of relevant funding opportunities at the local, provincial and national levels within Canada.
- Initiate meetings and cultivate relationships with potential donors.
- Develop concept notes, project proposals and presentations.
- Support in the conceptualization, planning and implementation of a project fundraising event together with project partners.

## **4. General**

- Attend planning sessions, team meetings and annual performance reviews as required.
- Pro-active exchange and collaboration with Action Against Hunger Canada team members.
- Ensure an on-going process of personal professional development and learning.
- Other duties as assigned.

### **Specific conditions**

**Staff work a five-day, 37.5 or flexible 22.5-hour work week.** This position requires movement across the Greater Toronto Area.

### **Education and Experience**

- Degree in relevant discipline in a field related to education, social sciences, development or public health and/or equivalent experience gained.
- Minimum of 5 years of professional experience (project management, education, community organization).
- Experience working with Canadian schools and/or school administration and/or school boards.
- Experience in the development of elementary school level teaching curricula is an asset.
- Experience building networks and partnerships across diverse groups of people and institutions/organizations.

### **Essential Skills**

- Demonstrated experience working on social justice issues in Canada
- Strong verbal and written communication skills, including demonstration of cultural awareness, diplomacy and tact.
- Demonstrated experience and/or personal commitment to promoting gender equality
- Demonstrable project management skills.

- Facilitation and/or training skills.
- Ability to work independently and under tight deadlines, and to multi-task.
- Positive attitude and strong analytical, interpersonal and coordination skills.
- Strong organisational and planning skills.
- Excellent knowledge of MS Office Applications.

***Desirable Skills***

- Previous experience in a similar position.
- Ability to work in French is an asset.
- Previous experience working with a humanitarian/development organization is an asset.
- Previous international and/or national level experience working in the sectors of nutrition, public health or food security or agriculture is an asset.

**HOW TO APPLY:**

Please forward your CV and cover letter to [rec@actioncontrelafaim.ca](mailto:rec@actioncontrelafaim.ca) with “National Project Manager” in the subject line by April 14<sup>th</sup>, 2017.