



PROJECT SPECIALIST

Status	Full-time, 12 month contract
Department	Communications and Public Engagement
Reports to	Chief Communications Officer
Compensation band	2B
Overall responsibility	Reporting to Chief Communications Officer (CCO), the Project Specialist will be responsible for coordination of administrative tasks and special projects in all matters related to the Communications and Public Engagement team's portfolio, the CCO and external contacts.

Working in a professional manner, committed to excellence in customer service, focused on supporting the CCO and his/her team ensuring they are as efficient and effective as possible.

Specific responsibilities

Executive Assistant Support

- Provide day to day administrative support to the CCO and team in a professional and approachable manner
- Prepare correspondence for management review and distribute internally and externally as required
- Maintain accurate files as required both in electronic and hard-copy format
- Calendar management
- Travel coordination
- Coordinate meeting activities including: scheduling, logistics, preparing meeting materials and handouts, attending meetings, and taking minutes as required
- Work with cross functional departments to ensure effective co-ordination and communication on intra-company initiatives

Finance and Reporting

- Prepare travel and expense reports
- Assist in coding and processing of invoices and developing contracts based on the procurement policies and with guidance from CCO
- Prepare monthly and ad hoc financial reports using Word and Excel
- Help create and refine presentations using PowerPoint and other communication applications

Project Management

- Assist with ad hoc research projects
- Ensure projects are supported and completed from start to finish, engaging management when appropriate
- Responsible for managing a variety of inquiries being directed to the CCO; delegating as appropriate
- Leading follow through on action items that arise from meetings, etc.
- Support CCO and team with affiliated association deliverables (HC, AFP, IH, Board) in a timely manner, delegating when appropriate
- Perform other duties as requested from time to time

Skills, experience, qualifications

- A minimum of five years' experience providing administrative support at an executive level, preferably in a large organization
- Post-secondary education in any field of study
- Excellent administrative and organizational skills
- Ability to maintain strict confidentiality with sensitive information
- Proactive problem solving skills
- Proven project management skills
- Advanced skills in Word, Excel and PowerPoint
- Previous experience preparing presentations of financial and non-financial information for a variety of audiences
- Past experience supporting teams in the areas of marketing, communications, or public engagement
- Experience delivering high quality results within strict cost-containment parameters
- Demonstrated writing, proofreading and editing skills
- Ability to handle conflicting priorities by negotiating and managing expectations
- Resourceful, takes initiative and ensures follow-through
- Respected as a team player, with a strong customer service orientation

- A proven self-starter; able to work under minimum supervision
- A strong work ethic coupled with tact and diplomacy
- Personal values consistent with those of Plan International's corporate values

About Plan International Canada

Imagine working for a leading international non-governmental organization (NGO) that's dedicated to creating a better world. That's Plan International, a global movement for change, mobilizing millions of people around the world to support social justice for children in developing countries.

Founded in 1937, Plan International is one of the world's oldest and largest international development agencies, working in partnership with millions of people around the world to end global poverty. Not for profit, independent and inclusive of all faiths and cultures, Plan International has only one agenda: to improve the lives of children. Because I am a Girl is Plan International's global initiative to end gender inequality, promote girls' rights and lift millions of girls – and everyone around them – out of poverty.

Plan International Canada is part of a global network of offices in over 70 countries. Our busy Toronto and Ottawa-based offices undertake fundraising, donor engagement and public outreach, as well as overseeing a wide variety of field programs led by our International Program Department, which includes experts in health, education, water and sanitation, economic security, gender equity, child protection and participation, and humanitarian assistance.

We at Plan International Canada are a dedicated, passionate and diverse team of over 200 employees who are committed to making a difference in the lives of children.

Join us and plan to change the world.

Visit our website at plancanada.ca

How to apply

To apply for this role please forward your CV and covering letter, outlining your skills, experience and salary expectations to gethired@plancanada.ca by March 31, 2017. Please reference Project Specialist in the subject line.

Plan International Canada sincerely thanks all applicants for their expressed interest in this opportunity; however only those selected for an interview will be contacted. **No phone calls please.**

Applicants must be legally eligible to work in Canada.

Consistent with our Child Protection Policy the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

Plan International Canada is an inclusive workplace, and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process provided the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.