



Canadian
Children's
Literacy
Foundation

Fondation pour
l'alphabétisation
des enfants
canadiens

Program Manager (10-month Contract)

Location: Offices are located in Toronto; however, applicants located anywhere in Canada will be considered for this role.

Hourly Rate: \$30.00 - \$40.00/ hour

The [Canadian Children's Literacy Foundation/ Fondation pour l'alphabétisation des enfants canadiens](#) ("CCLF") is a charity that was founded in May 2017 with the mission of ensuring that all children in Canada are equipped to achieve their full potential. We champion, connect, and develop initiatives that will enable Canada's children to become the most literate in the world.

Reporting to and working closely with the Vice President, Programs, the Program Manager will be responsible for managing a group of partners and overseeing contracts with vendors for the *In My Words: Children in Canada Share Their COVID-19 Pandemic Stories* project.

We are looking for a self-starter with a collaborative approach to oversee and advance the project. Working as a member of the team, you ensure project objectives are met and you will act as the main point of contact for needs related to the project deliverables.

CCLF strives to foster a workplace that reflects the diversity of the communities it serves and welcomes applications from all qualified candidates. CCLF is also committed to developing an inclusive, barrier-free selection process and work environment. Please advise if you require any accommodations to ensure a fair and equitable selection process.

Key Roles and Responsibilities:

- **Project Management:** knowledge of the principles of project management, including planning and execution, along with an awareness of team building, mentoring, and providing constructive feedback.
- **Digital communication and marketing:** oversight of the integrated communications and marketing campaign (with support from specialized vendors) and delivery of material including a collection of stories/ visuals from participating sites, creating a digital exhibit website, and updating the CCLF website.
- **Vendor management:** overseeing curriculum developers, digital communications and marketing vendor(s), evaluation and delivery partners.
- **Budget management:** provide direction to the Accounting Manager on budget management, considering the financial impact to CCLF of project decisions/ initiatives and the return on investment from these activities, conducting a cost benefit analysis of proposed activities.
- **Stakeholder management:** Leading the communications with stakeholders including outreach and engagement and addressing unique requirements of engagement with specific groups. Working closely with internal and external team members to deliver on project priorities more effectively.
- **Advisory group:** leads coordination of advisory group meetings ensuring advice is incorporated into all aspects of the project, and that advisory members are connected in meaningful ways.



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Professional Experience and Qualifications:

- Post secondary education in communications, project management or other related discipline or equivalent lived experience
- Demonstrated digital communications and marketing experience
- Experience working in the sector of focus (e.g. education, early childhood education, literacy) or in a social service organization
- Knowledge of early childhood education/ early literacy

Compensation & Work Environment

This is a 10-month contract position with an hourly rate between \$30.00 - \$40.00/ hour commensurate with experience. CCLF's offices are currently located in downtown Toronto, but the successful candidate may elect to work from the CCLF offices (upon reopening) or remotely.

This role offers a successful incumbent significant opportunity for growth in alignment with organizational growth. Applications will be reviewed as they are received, and a start date negotiated based on the individual's availability.

Please submit your resume along with a cover letter that includes up to six bullet points enumerating how your qualifications align to this role. Applications may be submitted to recruitment@childrensliteracy.ca.