



Service
Canada



Miziwe Biik
Aboriginal Employment and Training

TITLE: Project Manager Trainee, Social Innovation Hub

DIVISION: School of Social & Community Services and School of Deaf and Deafblind Studies

SALARY: \$25.00 per hour

SCHEDULED: 9:00 a.m. – 3:00 p.m., Monday – Thursday (Some flexibility required - 24 hours per week)

LOCATION: 200 King Street East, St. James campus

EFFECTIVE DATES: May 2018

We are looking for someone who can rise to the challenge of working in a learning environment in taking the Social Innovation Hub from a start-up to the next stage in its development.

BACKGROUND:

Launched in fall 2014, the Social Innovation Hub (SIHub) is a social justice and social entrepreneurship centre in the School of Social and Community Services and Deaf and Deafblind studies that provides students and faculty with the training and space to develop innovative projects and social enterprises. The Hub provides an immersive learning experience for students as an alternative field placement and resource for social enterprise partner organizations including internal GBC initiatives, programs and schools.

DUTIES:

Reporting to the Chair, and with the guidance of the faculty Social Innovation Coordinator, the candidate will:

- Train and supervise students (hubsters) under the direction of the Coordinator
- Assist in development of procedures for the management of the SIHub in partnership with stakeholders
- Support the development and implementation of evaluation techniques for students who are engaged in the SIHub
- Facilitate knowledge sharing and cooperative culture among SIHub members to promote entrepreneurial mindsets
- Plan, facilitate and co-ordinate seminars and guest lectures
- Provide guidance to Coordinator, hubsters and stakeholders in the development of effective practices that enhance the teaching and learning process from an Indigenous perspective
- Assist in developing and implementing a marketing and social media strategy for the SIHub
- Learn and apply Project Management techniques to track and support the implementation of projects and social enterprise initiatives including supporting the integration of the Restorative Justice Project
- Conduct research related to cultural/creative and social entrepreneurship
- Assist in the development of the SIHub strategic vision and business plan

QUALIFICATIONS:

- Diploma or degree or equivalent work experience
- Identify as Indigenous
- **Interested applicants must be registered with Miziwe Biik Aboriginal Employment and Training**
- Previous leadership and/or experience supporting business development
- Effective interpersonal skills with an ability to network, do outreach and build partnerships
- Strong oral and written communication skills
- Ability to work independently with limited supervision and also to work well with small teams
- Strong analytical skills, detail oriented and ability to prioritize and meet deadlines efficiently and effectively
- Good organizational and computer skills in MS Office Suite, Project Management skills preferred
- Working knowledge of budget preparation procedures and financial/administrative data processing systems an asset
- Ability to work in an environment where a diversity of people and situations are encountered

IF YOU ARE INTERESTED:

Please send your resume and cover letter to Zeenat Janmohamed at zjanmoha@georgebrown.ca