

PROJECT ADMINISTRATION OFFICER

Title:	Project Administration Officer	Position Type:	Contract (Canada Summer Jobs)
Organization:	pointA	Location:	Yonge and Sheppard, work from home during the pandemic
Start Date:	May 31, 2021	End Date:	August 6, 2021
Pay Rate:	\$15.25/hour	Schedule:	35 hours/week

About Us

pointA is a non-profit that envisions sustainable transportation options for everyone. Our goal is to connect people to the places they want to go. We aim to give people and businesses transportation options that benefit the environment, the economy, and the well-being of our communities. In collaboration with our funders, members, and partners, we facilitate transportation demand management (TDM) programs and advocate for sustainable transportation.

Our core activities include developing, launching, and monitoring TDM programs for medium- to large-sized organizations. We promote a menu of options for commuters, such as transit, ride-matching, shuttle buses, vanpooling, telecommuting, cycling, and walking.

Position Responsibilities

The primary focus of the project administration officer will be assisting pointA in the delivery of a virtual remote work course aimed at providing small businesses in industries most impacted by COVID-19 the innovation skills to develop long-term, sustainable remote work strategies. Depending on the progress of the project, you will:

- Lead course administration, which includes: Communicate with potential and existing students on the course details, timelines, announcements, support registration process, and manage all aspects of the Google Classroom portal.
- Answer all student questions or triage accordingly, and review student homework weekly.
- Support the Marketing and Communications Manager on the implementation of marketing plan, from social media posts to contacting business organizations and associations.
- Setting up course infrastructure including Google classroom and Zoom webinars and plugins.
- Capture course metrics and KPIs and collect feedback from students through surveys, as outlined in the course evaluation plan.
- Support course modification based on metrics and feedback.
- Support the knowledge dissemination activities of the course, such as writing a report on lessons learned and findings of the project, as outlined in the knowledge dissemination plan for the course.

- Other duties as assigned.

You are:

- A self-starter who can manage many competing priorities and timelines.
- Innovative and resourceful – You enjoy finding new ways to improve processes, reach more students, and improve the quality and delivery of the course, using existing resources.
- Strong written communication skills, from writing emails and announcements to social media posts, and written reports.
- Collaborative and able to work across the organization, our funders, and stakeholders.
- Able to work remotely due to COVID-19 using your personal computer.

Bonus points for:

- Graphic design skills, including Canva, Adobe Illustrator, and other tools
- Survey creation and data analysis skills to understand survey results

Applicant Eligibility

This position is funded by the Canada Summer Jobs program and may only be filled by a youth. To be eligible, youth must:

- be between 15 and 30 years of age at the start of the employment*;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

**International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

What we Offer

- We are a small, passionate team where innovative thinking and creativity is valued. You'll have the opportunity to directly make an impact on the operations of the organization.
- An office located on the subway line. Our workspace is open and collaborative.
- Flexible hours and work arrangements.

A note about COVID-19: Throughout the pandemic, pointA's team has almost exclusively worked remotely from home. This will be the arrangement for the foreseeable future, until public health measures have created a safe environment for in-office work.

Application Requirements

Please address your cover letter to Dorinda So, Executive Director.

Please submit your cover letter and resume to careers@pointa.ca no later than Tuesday, May 11, 2021 by 11:59 PM EST, with the job title 'project administration officer' in the subject line of your email.

Applications sent to any other email address or in any other way will not be accepted.

Accessibility

Currently staff work remotely from home during the pandemic. Post-pandemic, you will be working in a general office environment with sit/stand desks. Work hours will be scheduled between 8am-6pm, Monday through Friday, with flexible work hours and work from home policies in place.

pointA welcomes applications from persons of diverse backgrounds, including people with disabilities. If you require accommodations during the application process, you can contact Kelly Bray at kbray@pointa.ca or at 647-920-3751.

We thank all candidates for their interest. Only those selected for an interview will be contacted.