

## CITY OF HAMILTON

### HEALTHY AND DAFE COMMUNITIES ES DEPARTMENT (CHILDREN'S SERVICES AND NEIGHBOURHOOD DEVELOPMENT DIVISION – NEIGHBOURHOOD DEVELOPMENT STRATEGIES – LOCATION – 28 JAMES ST. N., 6th FLOOR)

#### PROJECT MANAGER, STRATEGIC YOUTH INITIATIVES

##### SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Neighbourhood Development, the Project Manager, Strategic Youth Initiatives is responsible for leading the development and implementation of a youth strategy for Hamilton. The Project Manager is responsible and accountable for ensuring that assigned youth strategy project is delivered with due consideration to the identification and control of project scope, schedule, cost and management of associated risks. The incumbent will also build strategic relationships with diverse community groups and City departments, evaluate and report on trends impacting youth wellbeing, and ensure youth have strategic platforms and opportunities to fully participate in civic and community initiatives.

##### GENERAL DUTIES

Lead the development of a youth strategy for Hamilton, using proven project management process and methodologies.

Lead the development of goals, objectives strategies, and annual workplans in alignment with key deliverables and ensures implementation of project goals. Responsible for identification of priority stakeholders, identification and application of appropriate change management strategies. Report regularly on the status of projects, milestone achievement.

Drive the establishment and operation of collaborative youth tables to support the development and subsequent implementation of Hamilton's youth strategy.

Provide analysis of policies and evaluate their impact on program delivery.

Engage youth, community partners, City departments and other key stakeholders.

Support City and community youth opportunities that have long-term impacts on youth wellbeing, such as entrepreneurship, community development, skill building.

Research, develop and recommend short/long term youth strategies in accordance with divisional direction, guidelines. Prepares benchmark reports on youth trends, key issues and compiles statistics which can be used to inform or support public policy. Provide recommendations for improvements to services.

Source and apply for youth funding opportunities from senior levels of government and community funding organizations as appropriate.

Establish or support an annual initiative that brings youth achievements and opportunities into strategic focus, in collaboration with key community partners and stakeholders.

Engage with community partners, businesses and community entrepreneurs, to pilot innovative technologies and new media that enhance youth engagement.

Support the development and operation of a new youth website for the City, and ensure contents are relevant, informative and updated regularly.

Produce an annual youth progress report for City Council and residents.

Plans project evaluation in consultation with appropriate staff and implements project evaluation plans. Evaluates project success and submit process improvement recommendations to manager.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned, which are directly related to the normal functions of the job as defined.

### **QUALIFICATIONS**

1. Post-secondary education in social sciences, public policy, human services or a related discipline with an equivalent combination of education and work experience in government, non-profit, private or community service agencies.
2. Experience in project management, policy analysis and program development, including proven research and program evaluation skills.
3. Comprehensive working knowledge and/or experience with youth issues, service agencies and community networks.
4. Experience in project management, policy analysis and program development, including proven research and program evaluation skills.
5. Excellent written and verbal communication, facilitation and presentation skills.
6. Ability to develop and deliver reports and presentations on project status, milestones and achievements.
7. Demonstrated experience working with diverse stakeholders, including not-for-profit social organizations, community groups, businesses, education, health and other stakeholders.
8. Demonstrated political acuity, diplomacy and ability to work with elected and senior government officials.
9. Demonstrated problem-solving capacity related to the complexities of working with multiple stakeholders and the ability to relate well to a culturally diverse population.
10. Proven organizational and time management skills, including the ability to work with tight deadlines and competing priorities.
11. Ability to deal effectively with management, peers, staff, other municipalities and the general public.
12. Must possess thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel, Word, and Project.