

Christian Horizons

Christian Horizons is a non-profit organization that operates in Ontario, Saskatchewan, and overseas in places like Ethiopia and Haiti. We have been serving people who experience disabilities for over 50 years. Our Vision is that people who experience disabilities belong to communities where their God-given gifts are valued and respected. Every role in our organization plays a vital role in achieving this, and our goal is to find a candidate who can help us achieve our Values, Vision, and Mission. Visit our website: <https://christianhorizons.org/> for more information.

Permanent, Full-Time Agile Project Manager (40 hours/week) Waterloo Office

The Agile Project Manager manages multiple projects simultaneously and ensures that all deadlines are met. They will lead projects, delegate tasks, and manage the productivity of various project teams. Agile Project Manager will assign tasks to the right team members, checking on their progress and ensuring that each project is completed on time and to the highest standard within budget. The Agile Project Manager manages resources designated by project sponsors to meet objectives aligning with Christian Horizons' Values, Vision, and Mission. They understand current practices and capabilities and identify and address gaps in organizational ability.

Responsibilities:

- Investigate and identify organizational practices for business improvements relating to the Strategic Plan.
- Gather, analyse and review technical information from documentation, research, software companies, consultants, and other technical sources.
- Complete configuration of software and hardware to meet the needs and requirements of the organization.
- Assign projects and monitor outcomes ensuring employees have the knowledge and resources to be successful and achieve goals.
- Identify resources required, including human, financial, physical, or intellectual resources.
- Manage projects as assigned by the Senior Leadership Team and/or Senior Management Team; and deliver recommendations, implementation strategies, and process improvements through interviews, investigation, meetings, documentation review, observation, and job shadowing.
- Identify stakeholders, evaluate alternatives, and define the best possible outcome.
- Schedule project tasks, phases, and milestones.
- Monitor and track the progress of assignments, ensuring quality and target dates are met.
- Document, model, and map out the gap between the state of current systems and processes and the desired goals and outcomes.
- Prepare business plan documentation that communicates decisions, actions taken, required use, risks, future outcomes, and other relevant information.
- Negotiate and coordinate resources available for the successful completion of the project.
- Establish and follow the appropriate communication strategies, as required.
- Identify where loss, error, or liability could occur. Focus people and resources on areas that reduce risk to projects.
- Communicate with stakeholders about the status, results, and needs of the project.
- Instruct and train groups and/or individuals on the use of systems and processes.
- Develop and distribute training materials and documentation for each incumbent, including executives, end users, systems administrators, and direct support professionals.
- Lead and coach Agile projects and/or act as a SCRUM Master.
- Conduct business analysis and requirements in an enterprise software setting.
- Negotiate and coordinate resources for the successful completion of projects.

We thank all applicants; however, only those selected for an interview will be contacted

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Requirements:

- 3 to 5 years of experience leading Agile projects, preferably technology and/or non-profit.
- Proven work experience as an Agile Coach with focus on technology projects and/or SCRUM Master
- Experience in Software Development, IT and Business Intelligence
- PMP Certification preferred
- Bachelor's degree in a related technology field or equivalent experience
- Initiative
- Expertise in training and coaching
- Creative problem solving & decision making
- Proficient in change management and continuous improvement
- Strategic thinking

Why Should You Apply?

- Competitive Wages
- Comprehensive Benefits Package for Full-Time and Part-Time positions
- Career Development and Training Opportunities
- Flexible Schedules
- Employee Discounts

Application Deadline: **May 21, 2023**

Apply with a cover letter and résumé by **May 21, 2023**, to the attention of the Director of Information Systems & Technology at: jobs@christian-horizons.org

Christian Horizons seeks to hire a workforce that represents the diversity of our communities where we serve. We are committed to promoting communities of belonging where Black, Indigenous, and People of Colour feel valued, respected, represented, and heard. We encourage applications from qualified candidates from members of groups with historical or current barriers to equity. All persons may apply regardless of religion, or any Human Rights Code protected grounds. We seek to provide accessibility through all stages of the hiring process for all applicants with disabilities consistent with our Accessibility Policies and the AODA. Please let us know if you require an accommodation and we will work with you to meet your accessibility needs.

***It is a requirement of employment to be fully vaccinated against COVID-19. The successful candidate will be required to provide proof of the vaccination.*

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