

## **Employment Opportunity: Project Management**

**Position Type:** Contract

**Duration:** One year

**Job Region:** ON - Ottawa Area, with some travel

**Application Deadline:** January 25, 2006

**Start Date:** February 20, 2006

St. Leonard's Society of Canada is a membership-based, charitable organization dedicated to community safety. The mission of SLSC is to promote a humane and informed justice policy and responsible leadership to foster safe communities. It:

- i) endorses evidence-based approaches to criminal and social justice;
- ii) conducts research and develops policy;
- iii) supports its member affiliates; and
- iv) advances collaborative relationships and communication among individuals and organizations dedicated to social justice.

We are currently offering a contract to manage the **Better Practices Manual for Community Residential Services Project**. This will require one individual to serve as Project Manager full time for one year.

### Responsibilities:

To manage a project that develops and disseminates a Better Practices Manual for residential services. Reporting directly to the Executive Director, this position includes:

- Organizing Project Steering Committee meetings
- Consulting with direct-service agencies about front-line procedures and programs
- Compiling & analyzing existing academic research and direct-service experience/ knowledge
- Developing & writing the Better Practices Manual for community residential services
- Publishing the Manual
- Distributing the Manual to Regional Halfway House Associations and Community Residential Facilities across Canada and Internationally

### Qualifications:

- Superior written and oral communication skills
- Strong analytical skills
- Interpersonal skills, including team-building and facilitation skills
- Ability to work independently and in a group
- Ability to self-manage under appropriate guidance
- Knowledge of and experience in community corrections an asset
- Post-secondary education and/or related equivalent work experience
- Bilingual French & English an asset

### Remuneration:

This contract position pays up to \$40,000.00 per annum depending on the successful applicant's qualifications.

**Please contact Elizabeth White, Executive Director, by e-mail only at: [slsc@on.aibn.com](mailto:slsc@on.aibn.com).**

We appreciate all responses and thank you for your interest in our Society and this opportunity. We regret that we will only be able to respond to those candidates selected for an interview.

For more information visit: <http://www.stleonards.ca>.