



Catholic Christian
O U T R E A C H

Project Management Lead

Position Type:	Full Time
Responsibility Level	2
Job Region/Location:	CCO Headquarters in Ottawa, ON
Reports to:	Director of Communications
Working Conditions:	Normal Office Conditions
Funding:	Support Team and Partnership Development
Application Deadline:	19 March 2019

Position Overview

CCO's Communications Team collaborates with every department in the movement, and a variety of non-CCO ministries and vendors. Our job is to support CCO's campus ministry through communications initiatives and we do this by delivering an array of media projects.

Each of these projects can include photo and video, internal and external partners, and new and proven techniques. We need someone to help make sure these projects run smoothly, exceeding the expectations of everybody involved.

Main Job Tasks and Responsibilities

- Meticulously plan and execute a variety of communications initiatives.
- Lead the creative process from concept to delivery.
- Collaborate with internal and external stakeholders to outline specific goals for the project to achieve. This includes regular, effective communication of project progress. Incorporate regular feedback from stakeholders according to process.
- Create a detailed project timeline, setting milestones for each deliverable throughout the project. Monitor progress to ensure deadline delivery and mitigate any risks.
- Continually improve the project management processes of the Communications department. This includes writing and reviewing documentation, investigating new project management tools, and debriefing projects to learn from them and optimize processes.

Education and Experience

- A university graduate is preferred.
- Project management experience, especially in communications, is an asset.

Key Competencies

- Acute attention to detail and eagerness to work together with stakeholders
- Interest in new and emerging communications practices
- Enthusiasm for working and learning in a creative, energetic team

Support Team and Partnership Development (STPD)

All CCO staff have the unique opportunity and privilege to rely on God's providence. The successful candidate will develop their own team of financial and prayer supporters who contribute directly to the funds for their salary. For more information on STPD, please see our STPD FAQ at <http://careers.cco.ca>.

We thank all applicants for their interest. However, only qualified applicants will be contacted.

For more information on this or other employment opportunities with CCO, please contact our Human Resources Department at hr@cco.ca or (613) 736-1999.