



NATIONAL ASSOCIATION OF JAPANESE CANADIANS

**JOB POSTING: PROJECT MANAGER, CAPACITY BUILDING INITIATIVE
(PART TIME)**

Job Description: Project Manager - Capacity Building Project

Position Title: Project Manager – Capacity Building Project

Location: Remote within Canada

Organization: National Association of Japanese Canadians

Reports to: Chair, Capacity Building Initiative

Employment Type: Part-time (24 hours per week)

Salary: \$40,000-\$50,000

Organization Overview:

The National Association of Japanese Canadians is a not-for-profit Japanese Canadian organization with a vision to foster a strong, unified community founded on diversity and committed to human rights for all, for the enrichment of Canada.

Its mission is to promote and develop a strong Japanese Canadian identity and thereby to strengthen local communities and the national organization and to strive for equal rights and liberties for all persons – in particular, the rights of racial and ethnic minorities.

Key Responsibilities:

1. Project Planning and Coordination:

- Lead the development of project plans, including timelines, budgets, and resource allocation, ensuring alignment with the organization’s strategic goals.
- Develop clear, actionable project objectives, and ensure all team members understand their roles in achieving them.
- Coordinate the implementation of capacity-building activities, including workshops, training sessions, software implementation and support, collaboration and mentorship programs, and other relevant initiatives.
- Ensure the successful delivery of programs on time, within scope, and within budget.



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2. Stakeholder Engagement and Communication:

- Engage with internal and external stakeholders, including program staff and consultants, member organizations, Capacity Building Initiative steering committee and team members, funding organizations.
- Maintain strong relationships with stakeholders, keeping them informed of project progress, challenges, and successes.
- Develop and distribute regular project updates, reports, and presentations to key stakeholders, including the board of directors and funding organizations.

3. Monitoring, Evaluation, and Learning (MEL):

- Develop and implement monitoring and evaluation frameworks to assess the effectiveness of capacity-building activities.
- Collect and analyze data to track progress against project outcomes and make adjustments as necessary.
- Prepare reports on project performance, lessons learned, and recommendations for improvement.

4. Resource and Budget Management:

- Monitor project budgets, ensuring that expenses are kept within allocated limits and that financial reporting is accurate and timely.
- Together with project staff, identify and secure resources, including materials, venues, trainers, and technology, to support capacity-building activities.
- Track expenditures and support the preparation of project and financial reports for internal and external stakeholders, ensuring compliance with funder requirements.

5. Team Leadership and Support:

- Supervise and support project staff, volunteers, consultants, and partners, ensuring they have the tools and training needed for successful project delivery.



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- Foster a collaborative, inclusive, and supportive team environment.
- Provide training and guidance on project management best practices to staff members and partners.

6. Risk Management and Problem-Solving:

- Identify potential risks to the success of the project, including financial, operational, and logistical challenges.
- Develop strategies for mitigating risks and address issues promptly as they arise.
- Ensure that project challenges are communicated and addressed in a transparent and timely manner.

7. Sustainability and Long-Term Impact:

- Contribute to the development of strategies for ensuring the long-term sustainability of the capacity-building efforts.
- Work closely with the leadership team to ensure that capacity-building activities are integrated into the organization's broader mission and operations.

8. Other Duties

- Other duties that may be required or assigned.

Qualifications:

- **Experience:** Minimum of 3–5 years of experience in project management, preferably in the nonprofit sector with a focus on capacity building or organizational development.
- Proven board experience on a not-for-profit organization, preferably with a connection to the Japanese Canadian community.



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- Proven experience managing donor-funded projects and adhering to compliance and reporting requirements.
- Demonstrated success in managing cross-functional teams and working with diverse stakeholders, including community members, funders, and organizational leaders.
- **Education:** Bachelor's degree or equivalent certifications or experience in a relevant field (e.g., nonprofit management, social work, education, or business administration).

Skills & Competencies:

- Strong project management skills, including planning, implementation, monitoring, and evaluation.
- Excellent communication skills, both written and verbal, with the ability to engage diverse stakeholders.
- Ability to manage multiple projects simultaneously and prioritize tasks effectively.
- Proficient in using project management software and tools.
- Strong analytical and problem-solving skills.
- Financial management skills, including budget oversight and reporting.
- Knowledge of nonprofit operations, community development, and capacity-building strategies.
- Ability to adapt to changing circumstances and handle unforeseen challenges.



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Personal Attributes:

- Passionate about the mission and values of the nonprofit sector.
- Strong interpersonal skills, with the ability to motivate and inspire teams and stakeholders.
- Detail-oriented, with the ability to see the big picture and think strategically.
- Self-motivated, proactive, and able to work independently as well as part of a team.
- Candidate must have own laptop computer and cell phone.

How to Apply

Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the role to ed@najc.ca by January 15, 2025. In your cover letter, please include specific examples of your project management, especially in nonprofit or Japanese community setting.

The National Association of Japanese Canadians is committed to fostering an inclusive and diverse workplace. We encourage applications from all individuals, regardless of race, gender, age, disability, sexual orientation, or cultural background.
