



The Ontario Library Association (OLA) is a not for profit membership association providing a range of services to more than 5,000 members working in the library and information field in Ontario. Some of the services include educational programming, conferences, events, online bookstore, and suite of reading programs. The OLA is a leader in North America among library Associations and the oldest continually operating non-profit library association in Canada.

PROJECT OFFICER

Full Time 2-year contract position

The Ontario Library Association (OLA) is seeking a detail oriented and passionate **Project Officer** to manage and deliver a suite of projects and programs directed at improving and streamlining the OLA's programs and services to approximately 5000 members. Some projects and programs will include implementation of a new Association Management System (Salesforce), strategic planning, Digital Skills for Youth Program, OLA Sponsorship Program, and streamlining events for the Association.

Reporting to the Director, Operations you will have responsibility for the implementation and management of programs and projects, overseeing budget activities and ensuring programs and projects are aligned with the vision, mission and values of the OLA. You will utilize your relationship management skills to pull resources together to drive projects to completion. Your experience in project management will be used to ensure project timelines, budgets and reporting are on time and within budget. As well, you will assist event management with the creation of reports, tracking of budget requirements and streamlining processes by making business recommendation for process improvement.

QUALIFICATIONS

- Completion of University or College degree in business administration or communications
- Project Management Professional Certification
- 5 years work experience in a project management capacity; including all aspects of process development to execution
- Proactive relationship building expertise to collaborate, influence, and engage with key partners and stakeholders
- Proven leadership and project management experience to plan and manage all phases of the design, development and implementation of innovative projects and programs which address OLA's strategic plan.
- Experience managing direct reports is an asset
- Strong technical skills to work with MS Excel, project management software, software design, and provide streamlining and improvement recommendations
- General understanding of member driven or not-for profit associations

HOW TO APPLY

To indicate your interest in this position, please submit your cover letter and resume to ola@hrassociates.ca by June 10th, 2019. For more information about the position or if you require an accessibility accommodation, please contact Heather Lucas at 416-237-1500 x. 242.

The Ontario Library Association provides a supportive work environment with plenty of professional development opportunities, supports learning skills and knowledge in the library field, competitive salary and benefits and an emphasis on work-life balance.

Please visit [Ontario Library Association's website](#) for more information.

OLA is an Equal Opportunity Employer.

