

Job Description: Project Manager

Summary: Project Managers provide leadership for individual projects, working with the recruitment and Retention Manager to identify potential team members and with the Operations Lead to ensure the smooth operation and progress of the project. They work actively with project team members and provide strategic and operational direction, manage budgeting and financial matters. Project Managers conduct weekly Project Meetings and provide regular reports to the Operations Lead. They support the work of the Competition Manager to identify and prepare projects for pitching.

Major Duties and Responsibilities

1. Working with Project Team Members
 - a. Spearhead project growth and development, work with members to ensure project success, and advocate for the project as needed
 - b. Plan, organize, and facilitate project-related events, delegate tasks among project members, and nurture healthy relationships between, and growth of, project members.
 - c. Plan and facilitate project meetings on a weekly basis, including recording and sending summary minutes to the project members and CC the Executive team
 - d. Work with project team to develop project; assign tasks, delegate, and ensure members reach targets and goals.
 - e. Remind team members to submit monthly volunteer hours on Enactus Canada platform
 - f. Encourage team members to join general events of Enactus Fleming
2. Working with Faculty: Meet regularly with assigned Faculty Advisor
3. Working with other Leaders
 - a. Work with Financial Lead, and Operations lead on budget, expenditure reports, volunteer requests, and request other assistance as needed
 - b. Communicate with Recruitment and Culture Lead regarding open positions and perform needs-based recruitment for related project
 - c. Work in conjunction with Marketing and Communications Lead, and Social Media Manager to communicate project news to external partners and follow branding guidelines
 - d. Consult with the Innovation and Creative Lead on developing long-term project success and new project opportunities
4. General responsibilities
 - a. Attend weekly Executive meetings and provide updates to the Executive team
 - b. Enactus Competitions: Work on assigned tasks by the Executive team and Competition Lead to prepare and attend Regionals, Nationals, and World Cup competitions
 - c. Support and attend general events of Enactus Fleming College

Minimum Qualifications and Skills

- Minimum commitment of 20 hours per month
- Intimate project knowledge and willingness to lead
- Basic knowledge of Enactus Fleming projects and the Enactus platform
- Strong leadership and organization skills
- Strong pro-active and teamwork skills

- Strong time management skills and the ability to meet deadlines
- Ability to multitask and work under pressure
- Strong strategic and creative thinking skills
- Ability to work well with different cultures, personalities and working styles

Direct Link: The Executive Team and Project Faculty Advisor