



## Job Posting: Project Manager – Camp Guidelines

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### Join Food Allergy Canada as a Project Manager

Do you have project leadership experience and a passion for making a difference in the non-profit sector? Food Allergy Canada, a national charity supporting over 3 million Canadians impacted by food allergy, is seeking a skilled Project Manager to lead the development of guidelines and training resources for managing food allergy in children's camp environments.

In partnership with the Ontario Camps Association, this 2025 initiative will bring together subject matter experts to create impactful resources that ensure safer camp experiences for children with food allergy.

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### Role Overview

The Project Manager will collaborate with an advisory council and subject matter experts to plan, develop, and deliver guidelines and resources on time and within budget. The ideal candidate has strong leadership, communication, and organizational skills and a passion for community impact.

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### Key Responsibilities

#### Project Planning & Strategy

- Develop project plans with clear objectives, timelines, and resources.
- Conduct landscape reviews to inform guideline content and priorities.
- Collaborate with the advisory council to define goals and outcomes.

#### Project Execution & Coordination

- Oversee daily project operations, ensuring milestones are met.
- Monitor progress, adjust plans, and manage risks effectively.
- Foster relationships with advisory boards, experts, and staff.
- Build the content structure for the guidelines and resources.

#### Budget & Resource Management

- Create and manage project budgets with transparency.
- Work with leadership to secure funding and resources.

## Team Leadership & Communication

- Motivate and guide subject matter experts and advisory council.
- Facilitate regular meetings to track progress and resolve challenges.

## Evaluation & Reporting

- Measure and report project outcomes, ensuring compliance with standards.
  - Identify and mitigate risks proactively.
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## Skills & Qualifications

### Essential:

- Degree in a relevant field and 5+ years of project management experience.
- Strong leadership, communication, and organizational skills.
- Proven ability to manage budgets and work with diverse stakeholders.
- Passion for social impact and community engagement.

### Desirable:

- Fundraising experience.
  - Copywriting and editing experience.
  - Knowledge of food allergy challenges or experience in the non-profit sector.
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## Why Join Food Allergy Canada?

- Make a real difference in the lives of 3 million Canadians impacted by food allergy.
  - Collaborate with a supportive, mission-driven team.
  - Opportunities for professional growth and development.
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## How to Apply:

- The position is a 12-month part-time role on a contract basis, and is located in our Toronto office.
  - Submit your resumé and a cover letter detailing your experience and passion for this role to [info@foodallergycanada.ca](mailto:info@foodallergycanada.ca) by **January 31, 2025**. Put “Project Manager – Camp Guidelines” in the subject line.
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***Kindly note that while all applications will be reviewed, only selected candidates will be contacted within 2 weeks of the submission date.***