

Director of Projects and Engagement

About PBLA

Pro Bono Law Alberta (PBLA) is a not-for-profit charitable organization with a mission to be a leader and valued partner in fostering pro bono contributions by the legal community to facilitate access to justice for Albertans. Our employees enjoy a collegial, professional, and flexible work environment, with opportunities for impact work and development.

Organizational Relationships

The Director of Projects and Engagement works closely with and reports to the Executive Director. The Director of Projects and Engagement is a member of the management team and is responsible for the supervision of program and project coordinators.

The Position

This is a newly created position at PBLA. With a strong focus on the organization's mission, the Director of Projects and Engagement is primarily responsible for current program management and new program development to support PBLA's strategic direction. The Director of Projects and Engagement is also responsible for relationship building and the development of PBLA's stakeholder relations strategies.

This is a full-time position (1.0FTE/35 hours per week) located in Calgary, Alberta, with occasional travel (temporarily suspended due to COVID-19).

Key Responsibilities

Program Management

- Implement, manage, supervise, and evaluate all activities related to PBLA programs and initiatives.
- Support all aspects of program volunteer management, including, but not limited to recruitment, training, and engagement.
- Aggregate and report on monthly, quarterly, and annual program statistics.
- Develop program plans and oversee program-related event planning.
- Oversee the development and implementation of program policies and procedures.

Project Development

- Working with the management team and other staff, identify, develop, and track opportunities for new initiatives appropriate to PBLA's strategic goals and operational capacities.
- Analyze trends in existing and potential programs, identifying issues and opportunities for growth, and making recommendations to the Executive Director.
- Establish linkages and connect the Executive Director with relevant community

partners to develop innovative ideas that meet need and align with PBLA's mandate.

Stakeholder Relations

- Oversee the development of communications products and stakeholder engagement strategies.
- Develop new relationships with relevant stakeholders, while strengthening and maintaining appropriate relationships with existing stakeholders
- Help build organizational visibility.
- Work with the Executive Director to develop engagement goals and measures of success while maintaining reporting systems to ensure the expectations of stakeholders are achieved.
- Develop, implement, and evaluate volunteer and pro bono engagement strategies.
- Explore networking opportunities with personal, professional, and organizational affiliations, as well as attend functions and events that serve to promote PBLA's external relations and communications objectives.

Administration and Human Resources Support

- Support overall budget planning processes.
- Prepare program-specific budgets.
- Coordinate the work of program staff including supervision, training, and evaluation.
- Participate in management meetings and general staff meetings.
- Manage special projects as required.
- Support the recruitment and onboarding of staff.
- Support the development and implementation of operational policies and procedures.
- Other duties, as required.

In keeping with the parameters of PBLA's mandate and mission, the Director of Projects and Engagement will not provide direct service, including legal advice, to the public unless directed to do so by the Executive Director or if required in an emergency.

The Person

Skills/Characteristics

- Innovative thinker with a track record for translating strategic thinking into action and output.
- Superior writing, editing and verbal communication skills.
- Exceptional interpersonal skills, a customer service orientation, and a positive track record in building and maintaining effective and appropriate working relationships with staff, volunteers, the public and other organizational stakeholders.
- Strong understanding of current trends in digital media and ability to use innovative tools and technologies to support organizational objectives.
- High standard of ethics and morals.
- Ability to identify objectives, set priorities, organize, and establish procedures.
- Ability to balance working in a changing and team-oriented environment with working independently.
- Strong competency in Microsoft applications including Word, Excel, and Outlook.
- Ability to maintain confidentiality of sensitive and private data.
- Solid judgment and apparent leadership skills.
- Flexible, with a disposition to assist wherever needed.

Qualifications/Experience

- A background in one or more of program development, volunteer management, evaluation, or law and a demonstrated commitment to the advancement of social justice.
- A post-secondary degree or a combination of relevant training, education, and experience.
- Proven experience in stakeholder management, preferably in a non-profit environment.
- Proven experience in program management and evaluation, preferably in a non-profit environment.
- Experience working for a not-for-profit agency and/or a law-related organization is a definite asset.

How to Apply:

Interested and qualified candidates who meet the above requirements should apply by sending a cover letter, résumé and two letters of reference to the attention of:

Nonye Opara, Executive Director
Pro Bono Law Alberta
301, 255 – 17 Ave. SW
Calgary AB T2S 2T8

Or by e-mail to

Marilou Stegmeier, Finance and Administrative Coordinator, at: admin@pbla.ca

PBLA is an equal opportunity employer. We offer a competitive salary that is commensurate with non-profit industry standards and appropriate for a charitable organization of our size, as well as a great benefits package.

This competition may be used to fill other positions within the organization and will remain open until a suitable candidate is found. Note that applications will be reviewed as they are received, and interviews will commence immediately with suitable candidates. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.