

Job Posting: Project Coordinator

Overview

The Mosaic Institute is looking to issue a 52-week (12 month), part-time Contract for Services for a Toronto-based individual with experience in project coordination and working with diverse communities to administer the delivery of the Institute's initiative entitled "**New Beginnings: Young Canadians' Intra-Jewish Dialogue**" in Toronto, Ontario.

About the Mosaic Institute

The Mosaic Institute is a 'think and do tank' that creates platforms for learning and dialogue among diverse Canadian communities to advance justice, promote peace, and reduce conflict.

Difference is the solution

The Mosaic Institute is a charitable not-for-profit organization founded in 2007. We are a national platform that amplifies the voices of Canada's diverse communities.

We believe that an equitable and thriving society is made possible when different people experience themselves as valued members of society, which begins with being heard.

We believe that we need to engage with and leverage our differences, because our differences are in fact an important source for solutions to our shared social issues.

- We host dialogues defined by respect.
- We conduct research that is thoughtful and rigorous.
- We create spaces for young people to learn, collaborate, and speak.
- We showcase how diversity and difference can be a source for valuable solutions to social challenges at home and abroad.

About the Project

The **New Beginnings: Young Canadians' Intra-Jewish Dialogue** seeks to bring together young Canadian-Jews who span the political spectrum of ideologies (left, right or centre), providing a safe space and guided platform to discuss the Israel-Palestine conflict and the larger relevant issues in the Middle East today.

In a factually informed conversation on the assigned topic for each session, they will reflect on how these issues relate to, perceived, affect and transform the young Jewish communities in North America; and vice-versa, ways in which North American Jewish youth influence today's most prominent narratives in the Israel-Palestine conflict. The initiative aims to fill a gap in both information and available collaborative outlets for diaspora Jews of differing views to learn from each other's perspectives.

Following our [Model of Dialogue](#), over a period of the next 12 months The Mosaic Institute will host three to five (3 to 5) committed-conversations via facilitated dialogue circles and speaker panels. The Dialogue will include academics, experts, community leaders and young professionals sharing their own individual

stories, pose questions, inform and navigate discussions to bridge sides on this contentious topic which is often difficult to traverse due to its divisiveness and sensitive nature.

The series will conclude with a larger town hall event to gather Canadian Jews from diverse backgrounds, experiences and beliefs to mingle and facilitate a better understanding of those comprising our diaspora and build appreciation and tolerance amongst ourselves.

Roles and Responsibilities

The Project Coordinator will support the Steering Committee as they design and implement a series of 'committed conversations' and a town hall-style event.

This position will report to the Operations Manager, and will, on occasion, collaborate with other Mosaic Institute staff.

Specifically, the Project Coordinator will be responsible for:

- **Coordinating Steering Committee meetings:**
 - o Preparing relevant materials,
 - o Handling of logistics, and
 - o Providing administrative support to the Steering Committee
- **Administering the Program Budget:**
 - o Keeping accurate financial records, and
 - o Providing financial reports when required.
- **Coordinating three (3) to five (5) 'committed conversations, and one large 'town hall':**
 - o Preparing relevant materials,
 - o Advertising as necessary via digital and print media, and
 - o Handling logistics (including venue, speakers, catering, etc.)
- **Measurement and reporting on the success of the initiative:**
 - o Organizing, collating, and managing data generated by surveys or other agreed-upon measurement tools, and
 - o Producing interim and final project reports.
- **Public relations:**
 - o Producing project write-ups for the Mosaic Institute's website and quarterly newsletter,
 - o Producing summary blogs of each event,
 - o Responding to public inquiries,
 - o Producing and managing press releases and external media publications as required.
- **Other duties as required:**
 - o From time to time, aiding in the effective operations of the organization.

Required Qualifications

- Experience with event planning, including budgeting, marketing, logistics, etc.;
- Exceptional organizational, communications, and time management skills;
- Proficiency in the Microsoft Office, including Word, PowerPoint, Outlook, and Excel;

- Experience working with Google Docs;
- Aptitude for using social media in support of program objectives;
- Drive and initiative;
- Strong written and oral communication skills;
- Willingness and ability to travel within Toronto;
- Experience working with survey and data management tools;
- Proven ability to work well both independently and as a member of a team;
- Demonstrated ability to build effective and collaborative working relationships with relevant community members and organizations;
- Ability to handle sensitive topics and situations tactfully;
- Strong inter-personal skills and inter-cultural communication skills;
- Broad understanding of the Canadian approach to multiculturalism; and
- Alignment with the Mosaic Institute's values, including the belief that that we need to engage with and leverage our differences, because our differences are in fact an important source for solutions to our shared social issues.

Desired Qualifications

- Specialized training in conflict resolution or mediation;
- Undergraduate degree in a related field;
- Transferable experience working with, motivating, and supporting community programming;
- Previous job experience in program design or project management; and/or
- Program evaluation skills and significant related experience.

Term and Hours of Work

Ten (10) hours per week, for 12 months (5,200 hours), from December 1st, 2016 to November 30th, 2017.

Compensation

\$20.00 per hour, for a maximum of \$10,400.00 (CAD), plus HST if applicable.

Next Steps:

If you are interested in the above position, please send a cover letter and resume to: Rachel Mansell, Operations Manager at rm@mosaicinstitute.ca.

The deadline to apply for this position is Friday November 25th, 2016.