



## Project Manager

Are you passionate about education and well-rounded development? Be part of a team that transforms the way students learn and discover their field of passion. There is no better place to make an impact – join U+ today!

### About U+:

U+ is an educational company dedicated to the long-term success of our students. We connect highly qualified Canadian teachers with students for interactive, immersive learning. We are eager to collaborate with talents from various disciplines to foster growth and development within the U+ community.

### About this opportunity:

As a Project Manager, you will lead the successful completion of projects by overseeing planning, execution, and delivery within set timelines, ensuring quality and adherence to budgets. You will coordinate resources, manage project timelines, and resolve challenges to ensure smooth operations.

#### Key responsibilities are as follows:

- Defining project scope, goals, and deliverables that support organizational goals in collaboration with senior management.
- Creating and managing project documentation and schedules in collaboration with stakeholders.
- Identifying projects risks and issues and implementing mitigation strategies.
- Managing budgets and timelines and track expenses to ensure timely project completion.
- Attending in-person and/or virtual community events and conferences.



Position requirements:

- At least one year of team and/or project management experience.
- Excellent written and verbal communication skills to handle communications and build rapport with internal and external stakeholders.
- Familiarity with Canva and Google Workspace.
- Creative and innovative thinking and problem-solving skills.
- Excellent organizational skills and ability to meet deadlines in a fast-paced environment.
- Ability to travel to meetings and conferences; some evenings and weekends may also be required.
- A valid G2/G Driving license.
- A satisfactory Vulnerable Sector Check is required from successful candidates.

Assets:

- Fluency in multiple languages.
- Strong cultural sensitivity.
- Strong problem-solving and counselling skills.

**\*\*This is a full-time position requiring in-person availability.\*\***

**\*\*The salary for this position is \$30-40 per hour.\*\***