



CANADIAN NETWORK for  
the PREVENTION of ELDER ABUSE

RÉSEAU CANADIEN pour la PRÉVENTION  
du MAUVAIS TRAITEMENT des AÎNÉS

Project Manager  
Canadian Network for the Prevention of Elder Abuse  
(CNPEA)

## SUMMARY

We are expanding our team! The Canadian Network for the Prevention of Elder Abuse (CNPEA) is hiring a Project Manager for a project focused on enhancing support for older women who experience gender-based violence.

**Length of contract:** one-year contract, renewable over the course of the 5-year project

**Hours per week:** 32

**Compensation:** \$62,000/year for 32hrs/week

**Start date:** As soon as possible

## ABOUT THE PROJECT

The CNPEA is starting work on a new project (funded by Women and Gender Equality Canada). The project will aim to develop promising practices for front-line workers to better address the needs of older women experiencing gender-based violence. This multi-year project involves a collaboration with other national and provincial organizations.

## ABOUT CNPEA

The Canadian Network for the Prevention of Elder Abuse (CNPEA) exists to connect individuals and organizations, foster the exchange of reliable information and advance program and policy development on issues related to preventing the abuse of older adults. CNPEA operates at a national level and is supported by individual and organizational members who are leaders in aging, research, healthcare, and elder abuse prevention and response. The goals of CNPEA are to:

- a. Create opportunities for stakeholders, older adults and individuals of all ages to rethink and reshape how we view and incorporate aging in our communities
- b. To empower people to protect themselves and each other through practical, evidence-based, community-centered resources
- c. To build a holistic approach to prevention, intervention, and support across sectors

## **THE ROLE**

The successful candidate will be a dynamic, warm, and organized person who enjoys engaging with a wide array of professionals, learning about people's experiences, and assuming responsibility for the day-to-day management of the project.

The Project Manager is responsible for initiating/closing the project; implementing the work plan; ensuring that the CNPEA team and external consultants meet project milestones and deliverables; managing budgets, problem-solving, and reporting.

This project is led by CNPEA, with primary partner the National Initiative for the Care of the Elderly (NICE), and a wide array of partners including: DisAbled Women's Network of Canada (DAWN), EGALE Canada, Elder Abuse Prevention Ontario (EAPO), Native Women's Association of Canada (NWAC), Ontario Association of Interval and Transition Houses (OAITH), Ontario Council of Agencies Serving Immigrants (OCASI) and Action ontarienne contre la violence faite aux femmes (AOcVF).

## **Responsibilities**

- Initiate activities identified in the Project workplan or as discussed with the Executive Director and Project Team
- Connect with partners across the country and facilitate or co-facilitate Zoom meetings with them
- Maintain regular communication with the CNPEA Project team, including facilitating their periodic meetings
- Engage with partners and stakeholders effectively and respectfully to develop lasting relationships for CNPEA
- Ensure stakeholder feedback from meetings, consultations, and other activities is thoroughly and confidentially documented
- Work with the CNPEA Executive Director and partners to develop and adapt a catalogue of promising practices
- Pilot draft resources with stakeholders or organizations
- Work with the Executive Director and the Project Evaluator to implement project evaluation
- Collaborate with the E.D. to complete bi-annual progress reports required by Funder
- Liaise with Executive Director to support occasional project updates for our members (via website, social media, and newsletter).

## **Education and experience**

- PMP certification or degree in a related discipline with relevant project management experience in the not-for-profit sector
- 3-5 years' experience
- Familiarity with research and evaluation fields

- Experience with / passion for the rights and wellbeing of older adults (demonstrated through previous work, education, volunteer work or personal experiences)
- Experience or training in facilitating groups discussions involving complex or emotionally sensitive issues
- Experience coordinating logistics and associated administrative tasks requiring strong project management and organizational skills
- Strong written and spoken communication skills including active listening and plain language writing skills
- Experience developing practice resources or tools
- Experience meeting tight deadlines and project budgets.

### **Knowledge, Skills and Abilities**

- Understanding of intersectionality, GBA+ analysis and systemic inequities
- Willingness to demonstrate and practice respect, inclusivity, cultural safety and cultural humility
- Competency with video conference platforms (eg Zoom, GotoMeeting, Teams)
- Competency with Google Workspace and project management platform of choice (Trello, Basecamp, Airtable, Zoho etc.)
- Ability to work remotely and independently
- Conversational French skills necessary to engage with some of our French-speaking partners.

### **Reporting and Schedule**

- The Project Manager will report to and work closely with the CNPEA Executive Director. They will also collaborate with the CNPEA project team (composed of Board members).
- CNPEA is a pan Canadian virtual network, with a head office in BC. All meetings will take place online and over the phone, usually between 8.30 AM and Noon Pacific, to accommodate most participants across the country.
- This is an independent contractor position. The candidate will work from home and provide their own equipment, such as a phone, computer, and internet access.

We value diversity and acknowledge the expertise applicants may bring related to their Indigeneity, race, place of origin, immigration status, ability, sexual orientation, gender, family status, and socio-economic status. We encourage you to self-identify any personal characteristics or experiences that will support our commitment to diversity if you feel comfortable doing so.

### **How to Apply**

To apply, email Benedicte Schoepflin, Executive Director, CNPEA, at [benedictes.cnpea@gmail.com](mailto:benedictes.cnpea@gmail.com).

Please send your résumé and a cover letter, include two references and a writing sample or example of successfully completed projects.

Only candidates selected for an interview will be contacted. Qualified applicants will be interviewed on a rolling basis.

**Deadline to apply: Friday, October 22 at 4 PM Pacific Time.**