

## Position Description - Director, Pathways to Careers in Foodservice

Reports to: Chief Operating Officer

Contract Position: 12 months from start date (with possibility to extend)

Role:

The Director, Pathways to Careers in Foodservice is responsible for developing, executing, reporting, and measuring all elements of the workforce development funded project. In addition to the project deliverables, the Director will develop and build strong strategic relations across a broad group of stakeholders across the foodservice industry and workforce development sector to ensure the success and sustainability of the project.

As Director, you will create operational plans and processes, monitor and report on the program, manage the project budget and ensure that project timelines, reporting and milestones are successfully met. You will monitor the project and update all stakeholders on project progress, changes from original plans and identify existing or emerging risks.

Annual Salary Range: \$ 78,280 - \$80,000 plus benefits

Key Responsibilities:

- **Project Management:** Develop Processes and timeline for the implementation, execution, reporting and completion of the Pathways to Careers in Foodservice project.
- **Relationship Management:** Identify, develop, and maintain strategic partnerships and relationships within the foodservice industry and with workforce development organizations.
- **Budget Management:** Work with internal Restaurants Canada accounting team to ensure accurate fund distribution to approved foodservice operators consistent with the program. Monitor budget within approved project resources, recommend changes to stay within budget and report on project expenses.
- **Strategic Direction:** Identify options for continuation of the project beyond the current funding year – through new government funding applications, sponsorship/partnership opportunities or a new delivery model.

PROJECT MANAGEMENT:

- Develop processes for project delivery including but not limited to:
  - Website landing page, registration/application forms (for foodservice operators), information on the program, eligibility and approval, FAQs

- Contribute to the content development of print and digital marketing required for communication including, but not limited to, newsletters, brochures, e-newsletters, and website.
  - Process for connecting workforce development organizations and candidates with foodservice operators.
  - Accounting processes – confirmed eligibility, payment processes, timelines for payments aligned with funding resources.
  - Tracking and metrics related to defined project KPIs
- Project Reporting
    - Tracking project milestones, ensuring targets are met (adjusting processes as necessary to meet objectives)
    - Preparing reports within defined project timelines and report deadlines
    - Ensuring complete and accurate reports are completed on time as defined by the project agreement.

#### RELATIONSHIP MANAGEMENT:

- Identifies opportunities for strong, mutually beneficial partnerships with external organizations, foodservice operators, agencies, government departments, etc.
- Maintains ongoing communication and relationships to ensure strong collaboration on the project and in alignment with Restaurants Canada mission & vision
- Coordinates with cross-functional departments to deliver the successful outcome of the project
- Develops and executes (in collaboration with cross-functional Restaurants Canada Departments) education/mobilization campaigns aimed at engaging the industry as it relates to the project.
- Utilize relationships across sectors to ensure utilization of the program and to meet project objectives.

#### BUDGET MANAGEMENT:

- Work with internal Restaurants Canada accounting team to define processes as they relate to fund distribution, tracking, reporting and project audit.
- Monitor budget within approved project resources and timelines for funding.
- Recommend changes to stay within budget.
- Ongoing tracking of budget and reporting of project expenses as defined in the project agreement.
- Coordinate with Restaurants Canada accounting team as required for project audit.

#### ADMINISTRATIVE DUTIES:

- Work with internal Restaurants Canada accounting team to define processes as they relate to fund distribution, tracking, reporting and project audit.
- Organize and schedule meetings and appointments with project stakeholders.
- Maintain contact lists, data and details related to the project (foodservice operators, employees, partners directly related to the project and funding including demographics related to project metrics) while ensuring confidentiality and privacy of information.
- Produce and distribute correspondence, memos, letters, and forms related to the delivery of the project.
- Submit and reconcile expense reports related to the project.
- Handle sensitive information in a confidential manner.

#### SKILLS AND REQUIREMENTS:

- Post Secondary education or equivalent relevant experience.
- 3 – 5 years' experience in workforce development, project management or association management.
- Diplomacy, discretion, and relationship building skills.
- Ability to work independently and as part of a fast-paced team.
- Organizational skills, working with changing priorities and deadlines.
- Attention to detail and problem-solving skills.
- Proven ability to build relationships and collaborate with a varied group of stakeholders.
- Strong written and verbal communication skills.
- Ability to manage and track budgets to stay within defined resources and timelines.
- Comfort meeting and interacting with a variety of people in social situations as well as formal meetings.

This role is based in Restaurants Canada's head office in Toronto and may require travel throughout Ontario.

*Working Conditions:* Position is performed in and under normal office conditions with limited risk and exposure to disagreeable environmental and/or hazardous circumstances or products. This position requires 3 days per week in-office: Tuesdays, Wednesdays and Thursdays.

*How to apply:* Please submit your resume and cover letter into one pdf document to [hr@restaurantscanada.org](mailto:hr@restaurantscanada.org), indicating the role into the subject line.