



Project Manager– \$14.25/hours – 30 hours per week

Overview:

LatAm Startups is a technology incubator located in downtown Toronto working with international startups to expand into the Canadian market. The project manager will be specifically responsible for the planning, organization and implementation of LatAm Startup's international programs.

Primary responsibilities:

- Lead CanExport pilot projects across Latin America and Canada
- Work alongside the CEO to plan program schedules, coordinate with international partners and recruit startups.
- Set project milestones and recommend steps from start to finish.
- Provide strategic and operational leadership to support our team.
- Attendance and punctuality are essential for this role in a live environment.

Qualifications:

 The ideal candidate will possess the following:

- University/college education in business, management, or equivalent practical experience.
- Legally able to work in Canada.
- Spanish and Portuguese is an asset.
- Highly effective communication skills both written and spoken.
- Experience in a leadership and project management role
- Critical thinking/problem solving skills with demonstrated good judgement
- Strong attention to detail and a strong analytical mind.
- Able to work in a fast-paced and dynamic organization, with a focus on flexibility to keep up with changes.

Job Type: Full-time, temporary (9-week contract, starting in September 15, 2021)

Benefits:

Potential to work-from-home
Casual dress
Co-working office space
Close to Union Station

Please notice we require the following to evaluate your application:

Resume with at least two references; This is a payroll entry-level position.

Please send your resume, questions or comments to contact@latamstartups.org

LatAm Startups is an equal opportunity employer. We celebrate diversity and strive to provide opportunities for youth, minority groups and newcomers to Canada.