

Box of Crayons is looking for a Translation Project Manager to join the Operations team

About the Role

Box of Crayons is looking for a full time Translation Project Manager, reporting to the Director of Operations, for a one year contract position.

Box of Crayons strengthens leadership and culture within organizations by giving busy managers and leaders the tools to coach in a way that works. We do this by designing and delivering coaching programs that reframe how people think about coaching (how it can be done, and its ability to transform their work), and by supporting them in changing their behaviours to embed *as habit* the new skills we introduce in the programs.

Box of Crayons is growing at the moment. The success of *The Coaching Habit* (the 2016 book by our Founder and CEO, Michael Bungay Stanier), word of mouth, and a sales approach based on *The Challenger Sale* have collectively resulted in significant growth over the last three years.

Your role as Translation Project Manager will be to help us achieve our vision of being the best-known champion for coaching as a force for leadership development and culture change; and to be one of the best places to work.

Working closely with the Director of Operations, core areas of responsibility may include but are not limited to :

- Managing and coordinating the translation of core Box of Crayons programs in various languages for client delivery. This includes the development of processes and systems for execution, as well as project timelines and tracking for achieving key milestones and deliverables. Components to include: program materials, website content, PowerPoint presentations, scripts, evaluations, video transcription, digital products, and more.
- Sourcing and managing external vendors, including RFPs as required, determining workflow and overseeing for quality assurance.
- Coordinating activities and assigning responsibilities to project team members including external vendors, ensuring effective communication and collaboration in order to achieve results. This includes closely monitoring and managing workflow and timelines in order to hit target due dates.
- Leading project meetings ensuring detailed and effective agendas, keeping of detailed meeting minutes and following up with project team members on action items and deliverables, as well as any additional support or resources required.
- Building out and maintaining project budgets and timelines based on the defined scope and deliverables. Regular reviewing with an eye towards finding cost and time efficiencies, and managing invoices as needed.
- Creating and maintaining copy decks as needed, as well as updating various collateral, such as powerpoint presentations, google based documents, and video transcripts.
- Monitoring, analyzing and reporting on project performance and state of advancement.
- Training of internal team members on designed processes and systems for future management.

Experience working independently and as part of a team in a virtual environment will prove useful. We're looking for an individual who is results-oriented, self motivated and self-reliant, with a commitment to ensuring an excellent experience from start to finish.

What You'll Need

- A commitment of full time hours with the capacity to take on more work and responsibilities as it emerges.
- 3+ years experience in a translation project management role, as well as working knowledge of one or more languages an asset
- Ability to hold regular “office hours” and also work early and late hours on occasion
- Preference for GTA/Toronto based
- A precise attention to detail - this is key for the role
- Strong organizational and process management skills
- Ability to handle multiple tasks and prioritize work with varying deadlines
- Excellent communication and interpersonal skills – with a focus on the customer experience
- Ability to work well under pressure and manage tight or evolving timelines
- Strong problem solving skills with a natural instinct for contingency planning
- A comfort with technology and proficiency with Google docs, MS Office, and Asana an asset
- A generous and creative collaborator whose self-sufficient and likes taking a lead role
- A comfort with YouTube video management, specifically subtitles and editing video transcripts, an asset
- Possess a drive to learn and make a difference
- In alignment with Box of Crayons' brand values

About Box of Crayons

We believe Coaching is the essential leadership skill. Leaders who can coach are the foundation of a strong, 21st century organizational culture.

So we don't offer a thousand shades of leadership and an endless variety of programs. We've chosen to focus on one thing and do it really well. We teach 10-minute coaching that sticks, so people change the way they lead and your culture strengthens and grows.

Why Be Part of Our Team?

At Box of Crayons we truly believe that where you work matters, and that who you work with is essential. And, that how we work is as important as the content we deliver in our programs.

Our core values are:

- Start with Courage.
- Provoke Impact. We're doing this to change things up.
- Be Generous. Share what we can. Assume positive intent.
- Pursue Elegance. Where beauty and impact meet.
- Have Fun. “Important” doesn't have to mean “boring”.
- Nurture Adult-to-Adult Relationships. Treat each other with respect and dignity, and support one another in our accountability within the team and with clients.

These principles are at the core of all decisions and choices we make, and how we show up each day to work together. We strive to create an atmosphere of support and generosity. We want the best for each other. We challenge ourselves to learn and grow, and focus on making Box of Crayons a great place to spend our time.

Interested? Let us know! Please contact Kimiko Mainprize, Director of Operations, at kimiko@boxofcrayons.com. If this is not the role for you, perhaps you know of someone who would be the perfect fit? So please share!

Box of Crayons is committed to a culture of diversity, so actively welcome and encourage people who self-identify with minority groups to apply. We strive to provide an environment and hiring process that is inclusive and accessible. If you require accommodation at any stage in the recruitment process, please contact Yasamine Jacobs, Vice President of Operations at yj@boxofcrayons.com or 416-737-1931 and we will work with you to make sure your needs are met.