



## **RESPONSIBLE GAMBLING COUNCIL**

### **PROJECT MANAGER (1 Year Contract)**

The Responsible Gambling Council is a recognized leader in the field of problem gambling prevention. As an independent, non-profit organization, the Council designs and delivers a range of information, awareness, and research programs.

The Responsible Gambling Council is seeking a full-time Project Manager for a one-year contract starting early September 2010.

Reporting to the Program Director, the Manager will be involved in the design & development of problem gambling prevention initiatives, messaging of program materials, design & production management, event planning, and communications for the 27 Responsible Gaming Resource Centres across Ontario. Excellent written communications skills and experience in managing public awareness and/or prevention programs is required. Knowledge of the gaming industry is an asset. The ideal candidate is highly organized, exhibits a keen attention to detail, and is a collaborative and flexible team player.

It is anticipated that this position will involve some travel throughout Ontario.

#### Required Skills and Attributes

- A minimum of 2 years project management experience
- Experience in managing public awareness and/or prevention programs
- Excellent written and verbal communications skills
- Knowledgeable in the areas of design and production – print, web and digital
- Exceptional organizational capabilities and attention to detail
- Proven ability to successfully meet schedules and achieve deliverables
- Highly-developed interpersonal skills
- Self-motivated. Able to function independently yet collaboratively within a team
- Proficiency in Microsoft Office applications
- Ability to travel throughout Ontario
- Knowledge of the gaming industry is an highly-desirable asset

While we thank all individuals for their interest, only those selected for an interview will be contacted. Resumes with covering letters must be received by July 30, 2010 and directed to:

The Selection Committee  
Responsible Gambling Council  
411 Richmond Street East, Suite 205  
Toronto, Ontario M5A 3S5  
Facsimile: 416-499-8260 or email: [mail@rgco.org](mailto:mail@rgco.org)