

Project Manager

Authority

The Project Manager works under the supervisory function of the Management Team, who in turn, reports to the Director of Languages and Cultures (L & C).

Purpose

The Project Manager organizes, leads, and helps execute organizational projects. As assigned, the Project Manager will be responsible for the planning, development, management and implementation of any department's program specific special projects; and may supervise support staff work and will identify resources and staff required for projects. The Projects Manager is expected to perform duties with a high degree of independence, initiative and judgment.

Specific Responsibilities

- Manages program specific special projects as identified by directors and executives;
- Coordinates and/or supervises the activities of personnel involved in the development and implementation of special projects;
- Ensures the scope of the project fits the budget and that staff complete each phase of the project within the scheduled timeline;
- Applies project management principles to draft, plan and execute all aspects of projects and initiatives;
- Make recommendations and suggests ongoing improvements;
- Organizes the team working on the special project within the organization. This includes delegating tasks to other employees and conducting regular meetings with team members to monitor the status of the project. The special projects coordinator reports to upper management on the progress of the project;
- Supervise and monitor the work of outside contractors and vendors in relation to the project;
- Negotiates and resolves issues involving various interdepartmental needs and external agencies;
- Assist with the drafting of key communication products. Assist with the development of a variety of multimedia / video/ web and publication materials;
- Develop webinars and remote support as part of the Professional Learning Communities (PLC) strategy;
- Complete Service Report Tracking Reports (SRTS) on services provided in a timely manner;
- Participate in regular team meetings to plan and review the progress of activities and projects;

- Ensure that reports are completed for assigned regional gatherings and community planning sessions;
- Participate in special assignments, initiatives, and projects as assigned/required.

Qualifications

Education & Experience

- A post-secondary degree in multimedia, journalism, communications, or an equivalent combination of education, training and/or experience;
- 5 years' experience in at least one area of communications (e.g., social media, public relations, internal communications, writing and editing, media relations, video production);
- Proven strength in collaboration and relationship management with capacity to collaborate with multiple and diverse stakeholders;
- Superior interpersonal skills including the ability to interact using tact and diplomacy while engaging with a wide range of internal and external contacts;
- Excellent written and oral communication skills including strong facilitation and presentation skills;
- Strong problem-solving abilities;
- Strong attention to detail, organizational abilities and time-management skills;
- Developed research, writing and editing skills;
- Demonstrated ability to guide staff and consultants;
- Demonstrated ability to make decisions in a prompt, clear and consistent manner;
- Embraces attributes of adaptability and flexibility as the specific duties and responsibilities will evolve based on both the skills of the incumbent and the changing circumstances of the organization;
- Experience with issues management and bureaucratic process is an asset;
- Integrity; focused on producing a high quality and credible outcome;
- Strong analytic skills; can interpret data and propose a strategic approach;
- Proven ability to produce video / multimedia content; video shooting and camera operation, microphones, sound, editing and motion graphics;
- Proven ability and advanced knowledge of HTML and experience with content management systems for online content deployment and planning;
- A strong understanding of how people share online content, including demonstrated personal or professional use of social media.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings by Tuesday October 19, 2021 at 4:00 pm to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: hr@mfnerc.com | Fax: 204.942.2490

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to qualified First Nations applicants; applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website at www.mfnerc.com

Date Posted: October 5, 2021