

Job Title - **Project manager**

Job Purpose

The Project Manager oversees the planning, implementation, and tracking of a specific short-term project which has a beginning, an end and specified deliverables. This is a three (3) year project.

Project Description

The project objective will seek to develop a working committee from relevant agencies that will build bridges, foster partnerships and seek opportunities for collaboration between Indigenous women, main stream justice supports, and front line service providers, in an attempt to ensure that the needs of Indigenous women with regard to all levels and types of violence are heard. The project will develop understanding about the needs of Indigenous women and answer the questions around what service providers who wish to know about dealing with culturally-related experiences within the justice system. The project will take place within eight (8) closely linked communities in Bay St. George NL. During the assessment phase Indigenous women across the province who are members of NAWN, as well as Indigenous women at the prison in Clarenville, in Conne River and members of the St. John's Friendship Center will have the opportunity to have their voices heard through a province wide assessment process.

Primary Duties and Responsibilities

1. Engage a diverse Working Committee group comprised of Indigenous women, Justice Workers, RCMP, RNC, Service Providers, Stakeholders, and others who will be committed to the three (3) year project.
2. Define the scope of the project in collaboration with the Executive Director and Working Committee members.
3. Conduct needs assessment and Literature review.
4. Work with Committee to determine priority area focus and implement priority.
5. Create a detailed work, publicity, communication and evaluation plan, as well as, a project results framework, that identifies and sequences the activities needed to successfully complete the project. Work with an External Evaluator and Researcher when developing publicity and evaluation plans. Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project.
6. Develop a schedule for project completion that effectively allocates the resources to the activities. Review the project schedule with the Executive Director and all other staff that will be affected by the project activities; revise the schedule as required.
7. Develop all forms and records to document project activities and set up files to ensure that all project information is appropriately documented and secured. Determine the resources required to complete the project.
8. Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
9. Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards
10. Write reports on the project for the Executive Director and for funders. Communicate with funders as outlined in funding agreements

11. Monitor and approve all budgeted project expenditures. Monitor cash flow projections and report actual cash flow and variance to Executive Director on a regular basis (monthly/bi-monthly)
12. Manage all project funds according to established accounting policies and procedures. Ensure that all financial records for the project are up to date. Prepare financial reports and supporting documentation for funders as outlined in funding agreements

Evaluate the project

Ensure that the project deliverables are on time, within budget and at the required level of quality. Evaluate the outcomes of the project as established during the planning phase in conjunction with the Project Evaluator.

Final Reporting

Complete final report showing results and unexpected results. Conduct knowledge sharing with wider community.

Qualifications

Education and Job Experience

University Degree in Project Management or 5 years' experience in successful Project Management

Experience working on trauma-informed projects would be an asset

Experience working with Indigenous women and the Justice system would be an asset

Proficiency in the use of computers for:

Microsoft Office Suite – All platforms

Survey Monkey Online Evaluation Tool

Internet for Literacy Review

Personal characteristics

The Project Manager should demonstrate competence in some or all of the following:

Behave Ethically: Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.

Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.

Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.

Lead: Positively influence others to achieve results that are in the best interest of the organization.

Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.

Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem. 3 to 5 years planning and/or management experience

Working Conditions

The Project Manager will work a standard work week, but may be required to work some evenings and weekends to meet project milestones. Travel within the Bay St. George region and various communities and facilities across the island. Own vehicle is needed but travel expenses will be paid as per contract.

Salary

\$ 25.00/hr -35 hr. work week - vacation pay included.

Applicant Preference

Indigenous woman preferred, however all applicants will be reviewed. Only those chosen for interview will be contacted.