



## Community-Led Collaboration Senior Project Manager

We are strongly committed to diversity and inclusion and aim to create a healthy, accessible, and rewarding work environment which highlights employees' unique contributions to our organization's success. As an equal opportunity employer, we welcome applications from all to help us build a diverse workforce that reflects the diversity of the communities, in which we live and serve.

### Role Overview

Reporting to the Executive Director, the Senior Project Manager will take full ownership of the project life cycle: successful project delivery will include full implementation from initiation to deployment for the *Community-Led Collaboration* project.

The *Community-Led Collaboration* project is a 2-year strategy led by the BC Association of Aboriginal Friendship Centres, the Federation of Community Social Services, Inclusion BC, and the BC Association for Child Development and Intervention. This project will focus on facilitating collaboration within communities to help all stakeholders prepare for the pending CYSN Framework implementation process in 2024. The project will involve developing and facilitating strategies, including some in-person meetings, to bring community agencies, municipal resources, families, and other community members together. These meetings will discuss the pending framework and identify strategies for how a particular community can meet the expectations of the new framework, with a focus on successfully meeting the needs of the children and youth in their community. The Project will also include other strategies to help communities across the province prepare for the pending changes. Each of the partner organizations involved in the Community Collaboration project will have a Partner Association Representative to support the work of the Project Lead and liaise between the lead and partner associations.

The Senior Project Manager will report to the Executive Director and coordinate the Partner Association Provincial Working Group.

## Specific Accountability

- Full project life cycle ownership: successful project delivery will include full implementation from initiation to deployment for the *Community-Led Collaboration*.
- Collaborate with organizational leads from each of the four provincial partners and the facilitation team.
- Perform communications research and monitor the progress of various communications strategies.
- Collaborate with other teams to identify the public voice of the brand for the series.
- Provide on-site leadership for the project team by building and motivating team members to meet project goals, adhering to their responsibilities and project milestones.
- Manage all aspects of multiple related projects to ensure the overall program is aligned to and directly supports the achievement of strategic objectives.
- Report on project success criteria results, metrics, tests, and deployment of communication strategies.
- Work creatively and analytically in a problem-solving environment demonstrating teamwork.
- Develop and manage all aspects of the project from planning, community relationships, communications, resources, budget, change, risks, and other issues.
- Develop and deliver progress reports, proposals, documentation, and presentations to various audiences, including the Partner Association Provincial Working Group and the Ministry of Children and Family Development.
- Determine the frequency and content of status reports from the project and program team, analyze results and troubleshoot problem areas.
- Define success criteria and disseminate them to involved parties throughout the life cycle.
- Identify and develop trusted advisor relationships with established community partners.
- Ensure that projects and programs are proceeding according to scope, schedule, budget, and quality standards.

## Dimensions

The role of the Senior Project Manager is a senior leadership position at Inclusion BC. Further, this role is directly responsible, in collaboration with the Executive Director, for the strategic, effective, and efficient operation of special projects. The position has a significant level of autonomy.

## **Skills and Competencies**

8-10 years of demonstrated project management in the social service sector with significant professional work experience in related professional roles, and a strong understanding of social justice, given the mandate of Inclusion BC.

## **Working Conditions**

The project manager position is a full-time position (37.5 hours per week) within a strong value-based organizational culture. This position requires a high level of team collaboration, yet also requires significant autonomy and flexibility.

## **Compensation**

Salary range is \$90,000 to \$110,000 per year.

This is a 2.5-year contracted employee position.

## **How to Apply**

Resume and cover letter can be submitted by email to [info@inclusionbc.org](mailto:info@inclusionbc.org) by **June 1, 2022**.