

Project Manager - Contract Opportunity

The purpose of this role is to manage a special project that requires building relationships with community organizations across the province. The goal will be to develop both relevant learning and development programs and Skills for Success content, that meets the needs of diverse learners and partners. Priority must be given to meeting timelines and developing project framework including evaluation, milestones, and risk management.

Reporting to the Chief Executive Officer, the Project Manager has the following responsibilities:

- Initiate, build and maintain partnerships with community organizations across Manitoba.
- Understand and represent the Skills for Success framework.
- Develop a project framework including evaluation, milestones and risk assessment to support deliverables of funding agreement.
- Manage project timelines and deliverables.
- Deliver focus groups to collect needs assessment information as needed.
- Manage development of Skills for Success content as needed by funding agreement.
- Support appropriate and transparent delivery of project activities.
- Knowledge and understanding of Adult Learning principles with ability to support deliveries by incorporating this knowledge.
- Manage project budget to ensure appropriate expenditure and in accordance with required financial management.
- Recruit additional service providers, if needed.
- Manage activities, coordinate contracted service providers as needed.
- Reporting on projects and activities to provide ability for WEM to report activities and outcomes to funder.
- Administrative tasks to support this process as needed.
- Other duties as assigned.

Qualifications:

- Experience with project management.
- Ability to build partnerships with individuals and partners.
- Understanding of adult education and working with adult learners,
- Understanding of Skills for Success responses (assessment and training) and their implementation.
- Demonstrated excellent organizational and coordination skills.
- Strong leadership skills including the ability to be forward looking, to identify change, and to be innovative.
- Ability to change focus readily to adapt to the immediate and ever-changing needs of WEM.
- Excellent verbal and written communication skills.
- Excellent digital technology skills: knowledge of computers, programs and how they work.
- Effective and independent work skills.
- Flexible and responsible team member.

Please send your resume and cover letter by March 15, 2023, to info@wem.mb.ca.

Applicants must be legally entitled to work in Canada. Indicate Applying for Project Manager in the subject line of your email.

Term: 1 year – contract

Work Location - Winnipeg