



BC Aboriginal  
Child Care Society

## JOB OPPORTUNITY

### **Project Manager – Full-Time (2 Year Term to Start)**

The BC Aboriginal Child Care Society (BCACCS) is a Centre of Excellence for Indigenous Early Learning and Child Care (IELCC). In 2018, the First Nations Leadership Council (FNLC) mandated BCACCS to be the Regional Coordinating Structure for the implementation and investment in the IELCC Framework in British Columbia. Guided by a BC First Nations ELCC Framework and community-driven investment strategy, BCACCS will oversee the implementation process, which seeks to enhance existing services, increase access for families, and build capacity in the IELCC sector, with the overall aim of improving outcomes for all First Nations children and families in BC.

To support this important work, BCACCS is currently seeking a qualified candidate for the position of Project Manager. Reporting to the Executive Director, the Project Manager manages the development, implementation, coordination, and evaluation of IELCC projects outlined in the investment strategy and ensures that project objectives and multiple key deliverables are realized. This challenging role requires an individual with strong organization, communication, people and leadership skills, as well as project management proficiency. You are an experienced, flexible professional with the vision and ability to deliver a large-scale, multi-faceted project with competing priorities in a fast-paced work environment.

#### **Principal Duties:**

- Develop and implement processes and work plans to ensure project goals, objectives, and outcomes align with the direction of the BC First Nations ELCC investment strategy
- Utilize project and quality management methodologies to plan, initiate, execute, and monitor the status and progress of the implementation process
- Determine the appropriate resourcing levels (e.g., staff, contractors, budget) to deliver the project
- Assist in the recruitment, training, and supervision of required project staff and contractors
- Support the development and implementation of communication strategies, templates and tools to increase awareness of new and emerging funding opportunities, policies, programs, and services
- Coordinate the distribution and collection of funding application forms and guidelines
- Review and approve funding proposals, and administer/manage funding contracts and reporting requirements
- Collect, maintain, and analyze data as a means of addressing service gaps and capacity needs
- Support the development of surveys, data analysis methodologies, strategies, and performance indicators for use in evaluating processes and outcomes
- Plan and conduct regular project evaluation and reviews to document findings and improve overall implementation process
- Establish and maintain a broad range of collaborative working relationships with partners, stakeholders, staff, contractors, and advisory groups
- Identify risks and develop risk mitigation and contingency plans

- Prepare reports for BCACCS executives, partners, and stakeholders

**Skills & Qualifications:**

- Degree in Business Administration, Public Administration, Project Management or another related field, or the equivalent combination of education, training, and experience
- A minimum of 5 years of progressive Project Management experience, including proven ability to lead multi-faceted projects with tight timelines and shifting priorities
- Experience working with Indigenous communities or organizations and/or the ELCC sector
- Experience in business planning, contract management, financial management, and negotiations
- Experience in developing and nurturing collaborative relationships
- Self-directed with strong organizational, problem solving, and time management skills
- Exceptional interpersonal, oral and written communication skills
- Excellent computer skills and proficiency in Microsoft Office 365
- Experience in writing successful grant applications is an asset
- Experience in database and records management practices is an asset
- Preference may be given to applicants who have Indigenous heritage with the required combination of education and experience

**Salary Range:** Generous wage and benefit package, commensurate with qualifications and education.

**Closing date:** 4:00 pm on February 21, 2019

**Start date:** As soon as possible

**How to apply:** Please submit a resume and cover letter explaining how you meet requirements. Include specific examples encountered in your work or educational experiences as it relates to this position. This may be sent to [reception@acc-society.bc.ca](mailto:reception@acc-society.bc.ca) citing "Application for Project Manager" in the subject line. All applications must include cover letter and resume.

**We thank all those who apply. Only those candidates selected for an interview will be contacted.**