

## Looking Out For Each Other Project Manager

Position: Project Manager

Location: Fredericton

Contract: Three year fixed term contract

Hours: 37.5 hours per week, 9am–4.30pm

### Job Objectives

The New Brunswick Aboriginal Peoples Council is a political voice for indigenous peoples who live off reserve in New Brunswick. We are hiring a project manager to oversee a three year project, called Looking out For Each Other: Assisting Aboriginal families and communities when an Aboriginal woman goes missing (LOFEO). The objective of this project is to collaborate with other urban Aboriginal organizations in Eastern Canada to provide non-discriminatory and non-victim blaming support systems for families. We intend to establish a first response system that can connect families, friends and communities with trained and sympathetic professionals who are in a position to improve outcomes through police investigation, media reporting and legal services. As the project manager, your job is to plan, budget, oversee and document all aspects of the project. The Project manager will work closely with senior management of the New Brunswick Aboriginal Peoples Council to make sure that the scope and direction of the project is on schedule.

### Primary Duties and Responsibilities

The Project Manager will perform a wide range of duties including some or all of the following:

#### *Administrative*

- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project
- Oversee the allocation of resources (time, money, equipment, etc) required to complete the activities of the project
- Review the project workplan with senior management; revise the workplan as required

#### *Implementation*

- Execute the project according to the project plan
- Develop forms and records to document project activities
- Set up files to ensure that all project information is appropriately documented and secured
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
- Act as liaison between project partners, communities, funding agencies, and collaborating organizations
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project goals

#### *Financial*

- Manage the project budget which may include deciding on and approving expenditures of funds based on the budget
- Monitor accounts
- Purchase supplies, materials, equipment and services

### *Control the project*

- Write reports on the project for project leads and for funders
- Communicate with funders as outlined in funding agreements
- Monitor all budgeted project expenditures
- Monitor cash flow projections and report actual cash flow and variance to project leads on a regular basis (monthly/bimonthly)
- 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

### **Essential qualifications, skills and experience**

- University degree in a related subject
- Experience working and/or cultural competence with Aboriginal communities and/or within Aboriginal organizations
- Experience in project management software
- Excellent organization, coordination and project management skills including budgeting and developing project management documents such as workplans and finance spreadsheets
- Excellent written English including the ability to edit, synthesise information and produce quality reports
- Experience and a good understanding of Aboriginal women and community issues
- Research and/or experience in project management
- Experience in grant writing
- Ability to work on own initiative and collaboratively as part of a team
- Ability to manage a varied workload, work under pressure, prioritise and meet deadlines
- Excellent communication skills
- Excellent IT skills (Word, Outlook, Excel)
- Self-motivated, flexible and adaptable to the needs of the project
- Preference will be given to Aboriginal candidates.

TO APPLY, please send your resume and a cover letter (maximum three pages) describing, with examples, how you meet the specifications to: [director@nbapc.org](mailto:director@nbapc.org) The closing date is: 10 am Friday 22 September, 2017. Only shortlisted applicants will be contacted.