



Program Manager (3 year contract, full time)

Position Summary:

Electricity Human Resources Canada (EHRC) is seeking an experienced Program Manager who will be responsible for managing various initiatives related to work integrated learning programs, curricula development, targeted wage subsidies and industry – education partnership development.

As a member of the team, the program manager also contributes to the strategic objectives of the organization in accordance with EHRC's mission, vision and values.

Key Responsibilities

Reporting to the CEO, the Project Manager will be responsible for:

- Establishing, monitoring and successfully achieving program goals and performance objectives;
- Overseeing project/program management activities including: communication, financial oversight, project scheduling, quality control, project reporting;
- Developing and supporting the implementation of programs that align with the organization's corporate goals and objectives;
- Monitoring and remaining informed on work integrated learning research, data, policies and thought leadership;
- Writing proposals and identifying revenue generating opportunities for the organization;
- Developing and maintaining effective partnerships with key industry stakeholder groups to further the interests of work integrated learning programs;
- Supporting various steering committees or industry consortiums engaged in relevant programs;
- Contributing to business development activities of EHRC in collaboration with members of the senior management team and other EHRC staff; and
- Representing the organization with external stakeholders and governments including representation at industry events.

Education and Experience:

- University degree in education, social sciences or business
- 5 - 7 years of experience working on projects/programs management (PMP considered an asset)
- Proven experience in budgeting and cash flow management
- Proven experience in building partnerships and strategic relationships
- Experience working with post-secondary educational institutions
- Exceptional written, interpersonal, communication and presentation skills
- Experience working on issues relating to workforce development, and industry-education partnerships



Key Skills

- Ability to think strategically
- Ability to work independently taking full ownership of assigned projects and see those projects through to completion
- Ability to organize, prioritize, meet deadlines and adapt to changing needs and expectations
- Excellent communication skills with the ability to present in written, graphical and/or verbal format in order to convey complex information to all levels of stakeholders
- Proven analytical skills with the ability to summarize information concisely
- Ability to build partnerships, both inside and outside the team, and working collaboratively with others to meet shared objectives (as needed)
- Strong problem solving skills with the ability to define the problem and generate appropriate solutions in a timely manner
- Strong research and analytical skills

Work Environment and Compensation

- Travel across Canada is required
- Small office environment
- Health benefits
- Close to public transport
- Salary will be commensurate with experience and qualifications
- Opportunities for professional growth

Please submit your application cover letter and resume by February 16, 2018 at 4:30 p.m. to info@electricityhr.ca. No phone calls please.

We thank all candidates for applying but only those candidates selected for an interview will be contacted.

EHRC is an equal opportunity employer. If you are selected for an interview and require special accommodations please let us know.

We look forward to receiving your application!

About Electricity Human Resources Canada

EHRC is a national, not-for-profit organization that conducts research focused on the human resource challenges impacting the electricity sector and develops evidence-based solutions and tools to support industry in addressing these.