

Project Manager – Indigenous Engagement

Position Summary:

The energy industry in Canada is rapidly changing. Electrification will form a big part of Canada's energy transition away from fossil fuel consumption. EHRC is well-positioned to support the electricity sector in Canada be a leader in this transition and prepare the future workforce.

EHRC (Electricity Human Resources Canada) is committed to supporting Indigenous Peoples participation in the Canadian electricity industry. In this role, the Project Manager will be accountable to raise the profile of Indigenous engagement for EHRC across Canada. Reporting to the VP of Program Development the Project Manager will be responsible for managing specific national-level projects and programming focussed on engaging with Indigenous communities and building relationships between these communities and a wide range of stakeholders, including employers, unions and post-secondary institutions. The Project Manager will identify, develop and oversee strategic projects from inception to implementation, ensuring alignment with EHRC's mandate and strategic goals.

Canadian and Indigenous youth will play an increasingly significant role in meeting the sector's labour force needs and building capacity for clean energy generation. The project manager's primary project will see them engage youth, including Indigenous, early in career awareness and the importance of STEM to careers in electricity, renewable energy and energy efficiency. In the long term it aims to engage young people in the electricity sector and understand how these jobs can address climate change, and support the clean energy transition in Canada.

Key Responsibilities

The Project Manager is responsible for implementing Indigenous engagement programming on behalf of EHRC. Specific responsibilities include:

- Utilizes labour market information to identify geographical and sectoral growth needs, opportunities and priorities to advance and support Indigenous workforce development and participation in the Canadian electricity sector.
- Identifies key stakeholders and initiatives and develops/maintains relationships with and between Indigenous communities and electricity sector stakeholders
- Designs, manages and monitors project activities to ensure high quality deliverables on time and on budget. Identifies and mitigates project risks
- Plans, organizes and facilitates national project steering committee meetings and provides support to steering committee members as needed.
- Responsible to manage budgets and all project activities in alignment with funder requirements, including monitoring and reporting on the project financial progress, calculating and reporting cash and in-kind contributions.
- Establishes key performance measurement strategies to monitor the effectiveness of individual activities and program impact.
- Leads the process of engaging consultant services (through competitive processes) and subsequent management of consultants to successfully achieve project deliverables.

- Works closely with marketing and stakeholder engagement teams to achieve project objectives and ensures all parties and stakeholders are informed of project progress.
- Excellent stakeholder engagement abilities and experience participating in complex project proposal writing and submission processes to support identification and securing new sources of funding for EHRC initiatives.
- Represents EHRC at the federal/provincial/territorial levels and with other organizations.
- Provide supervision, direction, coaching and mentoring to project staff.
- May perform other duties as required by the organization from time to time.

Education, Experience and Skills:

- A university degree in a related discipline (such as Public Administration or Business Administration) with a minimum of five years of demonstrated experience in a management role or an equivalent combination of education, training and experience.
- Comprehensive knowledge of Indigenous, culture and social concerns.
- Experience working with Indigenous communities with experience and understanding of the TRC findings and recommendations
- Experience in project management (Project Management Professional – PMP designation considered an asset).
- Experience managing federally/provincially funded projects a definite asset.
- Strong communication (report writing), facilitation and collaborative skills.
- Ability to present to sophisticated external audiences
- Experience in conducting and interpreting qualitative and quantitative research (an asset).
- Strong computer skills including MS Office products, data management, Internet research, etc.
- Ability to work individually and in a team environment.
- Ability to travel across Canada as required.

Work Environment and Compensation

- Position based in Ottawa as part of a hybrid work environment (3 days in office, 2 days from home).
- Some travel across Canada is required.
- Flexible health benefits package upon completion of probation.
- Professional development and skill-building opportunities.
- Small office environment with team of 17 staff.
- Very close to public transport, bike lanes, parking options, and local amenities.
- A good environment for professional growth.
- Salary will be commensurate with experience and qualifications (\$75,000 – \$92,000/yr).
- This is a full-time permanent position.

About Electricity Human Resources Canada

Electricity is one of Canada's essential utilities. More than 100,000 Canadians are involved in generating, transmitting and distributing it. Their work powers homes and businesses across the country, fuelling everything from light bulbs, cell phones and refrigerators to water treatment plants and road vehicle assembly lines.

*Partners in HR Solutions for the **Electricity Sector** / Partenaires en solutions RH dans le **secteur de l'électricité***

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However, in the face of changing demographics and technology, the industry's highly skilled workforce needs to grow and adapt. Electricity Human Resources Canada is an enabler, a research hub, a convener and an active partner helping industry meet these challenges to secure Canada's long-term electricity supply.

As a trusted source of objective research, information and tools about labour market and human resource trends, EHRC helps the Canadian electricity workforce grow and remain innovative while striving to improve the quality of service to Canadians. Above all, we provide evidence-based solutions to the human resource challenges facing the electricity industry.

EHRC is an enthusiastic equal opportunity employer. If you are selected for an interview and require special accommodations, please let us know. Please submit your application cover letter and resume. We thank all candidates for applying but only those candidates selected for an interview will be contacted.