

Position: Project Manager
Type: Full Time, Term Position (13 months)
Salary: \$48,000-\$52,000 based on experience, plus benefits
Location: Volunteer Alberta, Downtown Edmonton
Hours of Work: 37.5 hrs/week

Description

Do you want to work in an upbeat and vibrant organization focused on social good? Are you interested in developing innovative and creative ways of reaching diverse groups throughout the province to provide services, share knowledge, and make connections? Are you at your best in a fast paced and productive work environment? Are you looking to put your wide range of skill sets to work on interesting projects? Join Volunteer Alberta and help build strength and capacity in Alberta's nonprofit/voluntary sector.

Volunteer Alberta is seeking a highly skilled strategic thinker who is enthusiastic, innovative, organized, and resourceful. You will be responsible for the management and strategic implementation of the Youth at the Table project's objectives, activities, and outcomes and operating within a team environment. Primary responsibilities include strategically co-creating, leading, and managing the development, project management and delivery of the Youth at the Table's project deliverables, such as developing a skill building curriculum, relevant tools and resources, reporting and a community of practice. A key focus in this position is developing a Youth at the Table project plan, charter, logic model and an evaluation methodology that will be used throughout the project. Additionally, you will lead the development of various training curriculums and resources for both youth engagement and nonprofit governance.

You will be responsible for developing strategic relationships, partnerships, representing the Youth at the Table project and Volunteer Alberta on committees and boards, and liaising with stakeholders around external contracts. Supported by the Learning & Development Manager, you must be able to exercise good judgement and initiative in completing tasks and broader initiatives and be able to work with a high degree of independence and accountability. While this position plays a role in all of the Strategic Directions, it specifically advances Volunteer Alberta's mission through promoting volunteerism and the nonprofit/voluntary sector, supporting the sector to be collaborative and connected, and equipping the sector to thrive.

Volunteer Alberta staff and volunteers are a dynamic and fast moving team located in the historic Empire Building in downtown Edmonton. We offer our staff (after completing the probationary period) a comprehensive benefits package including health and dental benefits, three weeks' vacation, contributions towards an RRSP, monthly bus pass (if required), and an extended break during the winter holiday season. We also invest in the professional development of our staff and will help you develop a plan to grow your professional skills and abilities.

Primary Duties and Responsibilities

- Develop youth nonprofit governance skills through:
 - Leading and supporting the development of online tools, handbooks, and valuable training/education resources for nonprofit organizations supporting youth engagement capacity
 - Initiating and fostering the development of an Alberta intergenerational youth leadership community of practice



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- Developing a skill building curriculum to enable youth to influence the governance of nonprofit organizations through co-created service opportunities
- Provide day-to-day high level support and advice to Youth at the Table team members on operational issues, concerns, and improvements
- Mentor and support project team members and work strategically with the project team to develop initiatives, strategies, curriculums and corresponding reports
- Play a lead role in working strategically with appropriate staff and external stakeholders to negotiate and develop collaborative delivery agreements
- Play a lead role in the management of (timelines, expectations, outcomes, etc.) and delegation of project tasks and high level deliverables, while also acting as an intermediary between the Youth at the table project and Volunteer Alberta portfolios.
- Identify strategic opportunities for the Youth at the Table project and to help Volunteer Alberta to work towards its mission and vision, including engaging in and fostering strategically important conversations, partnerships, and collaborations
- Provide consultation, coaching, and exceptional customer service for staff, members, stakeholders, program users, and youth
- Liaise with the Learning & Development Manager and Finance & Administration Director, manage and oversee contracts for obligations, timelines and payments to ensure they are met
- Collaborate with the Youth at the Table Marketing and Communications Senior Coordinator on advertising, marketing campaigns, and network engagement opportunities to expand the reach of the project objectives and outcomes while connecting with Volunteer Alberta portfolio leads for support as needed
- Play a lead role in the review of process research and data collection, evaluation, program trend monitoring/research, analysis research, data and statistics in relation to the project
- Identify and make recommendations for project changes based on evaluation, analysis, and research. Responsible for the measurement and effectiveness of all processes with the project
- Use Volunteer Alberta's project management platform to coordinate and track progress
- Co-design and facilitate specific learning and development events using a range of learning methods such as workshops, training, briefings, mentoring, coaching session, etc., when required
- Provide support for the Youth at the Table Coordinator in taking next stage inquiries, as necessary
- Represent Volunteer Alberta at the senior stakeholder level
- Support other Volunteer Alberta initiatives as required.

Required Qualifications

- Post-Secondary degree/diploma in business, education, youth, communications, or other relevant field of study
- Strong, demonstrated background in youth engagement, governance, curriculum design and stakeholder engagement
- Project management, proposal writing, and curriculum design skills
- Evaluation experience
- Knowledge of the nonprofit/voluntary sector, client groups and/or related issues concerning youth leadership development
- Interpersonal skills and the ability to build relationships
- Excellent written and verbal communication skills
- Excellent computer/technology skills (ex. MS Office, online Customer Relationship Management software)



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- Strong organization skills and the ability to prioritize and manage multiple demands
- Ability to deal with ambiguity and be flexible to a changing environment
- Adaptability and ability to learn on the job, creative problem-solving, solution oriented
- Self-motivated, demonstrating creative problem solving, and a positive attitude
- High degree of accuracy and the ability to maintain confidentiality and discretion
- Must be eligible to work in Canada (i.e., citizen/landed immigrant)

Desirable Qualifications

- Experience using GoToMeeting or other online convening platforms
- Presentation and/or facilitation skills
- Experience supervising staff
- Event management skills
- Experience using Survey Monkey, online registration systems (Eventbrite), Google applications
- Research skills
- Experience working in a nonprofit/voluntary sector organization
- Experience as a volunteer

Application Deadline

February 15, 2019

Please email your resume and cover letter to volab@volunteeralberta.ab.ca RE: Project Manager position.

We appreciate your interest in Volunteer Alberta; only those who are selected for interviews will be contacted. Volunteer Alberta is an Equal Opportunity employer. Volunteer Alberta is not responsible for any moving/relocation expenses, should the successful candidate not live in the local area.



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