



POSITION DESCRIPTION

Position Title: **Program Manager – Lower Mainland Flood Management Strategy (Vancouver office)**

Position Term: Full-time (September 2017- August 2018), with possibility of extension: *see below*

Salary: Commensurate with skills and experience

Reporting to the Senior Program Manager, this position provides program management services across multiple, complex flood management projects to support the development of a Lower Mainland Flood Management Strategy.

The position is based in the Vancouver office of the Fraser Basin Council. This is a full-time position for an initial one-year period (September 2017 – August 2018), with potential for extension subject to performance, employer need and available financial resources. The anticipated start date is September 25, 2017.

Summary of Essential Job Functions

The key roles of the Program Manager include:

- Manage multiple, complex projects, which may include assessment of dikes with no local authority, seismic program for Lower Mainland dikes, analysis of flood mitigation options, analysis of environmental considerations for flood mitigation, and flood risk assessment (to be determined based on the knowledge of the successful candidate)
- Plan and administer Request For Proposals processes
- Administer contract management and financial reporting
- Organize and support multiple meetings and workshops including the Joint Program Committee, advisory committees, working groups and special events, such as workshops, webinars and field tours (e.g., logistics, technical support, notetaking)
- Liaise between contractors, the Fraser Basin Council team and advisors/stakeholders
- Oversee the provision of technical engineering and other professional advice (and provide such advice subject to the knowledge of the successful candidate).

Relevant Skills, Qualifications and Experience

- Demonstrated skills in managing multiple, complex projects, tasks, timelines and budgets
- 5-10 years experience with all aspects of project management, including RFP processes, contract management, financial administration and liaison with consultants and stakeholders
- Experience in the planning and delivery of meetings, workshops and other events
- Knowledge and experience pertaining to flood hazards, flood risk assessment and flood management policies, practices and jurisdictions. Preference may be given to candidates with flood-related engineering knowledge and experience.
- Ability to summarize complex information into briefing documents, meeting/workshop notes, progress reports, and presentations for diverse, non-technical audiences
- Excellent written and oral communication skills, including the ability to communicate with people from diverse jurisdictions, organizations, and sectors
- Ability to work independently, take initiative, manage time, and complete tasks efficiently
- Attention to detail in administrative and financial management
- University degree, preferably in engineering
- GIS knowledge and experience (an asset).

How to Apply

Submit your two-page maximum cover letter and CV by email by September 12, 2017 (5:00 pm) to:

Attn: Steve Litke, Senior Program Manager, Fraser Basin Council

E: slitke@fraserbasin.bc.ca

T: (604) 488-5358

Note: Email subject line to state “**Program Manager - Your Last Name**”

The Fraser Basin Council is an equal opportunity employer. Thanks to all who apply for this position. Only those short-listed will be contacted.

Background

The Fraser Basin Council is a not-for-profit, non-governmental organization with a mandate to advance sustainability throughout BC with a focus on the Fraser River Basin. The Council is currently facilitating a process to develop a Flood Management Strategy for the Lower Fraser Region. For more information visit www.fraserbasin.bc.ca and www.floodstrategy.ca.