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Position: Project Manager

# Overview

The Project Manager is responsible for managing the development and implementation of agri-environmental programs and projects at IAF. They work closely with other IAF staff and external stakeholders in the BC agriculture sector to ensure that project activities align with short and long-term objectives. This role requires a self-starter with excellent communication skills, ability to develop and execute complex projects, and (preferably) knowledge of and experience in agriculture Canada/BC.

## Employment Conditions:

**Reports to:** Director of Programs

**Location:** Any location in British Columbia

**Status:** Full-time, 6-month contract, possibility for extension

**Hours:** 37.5 hours per week

**Salary Range:** $65,000 to $85,000 per annum

**Special Requirements:** Ability and willingness to travel within BC

Current driver’s license

Ability and willingness to work overtime

# Key Responsibilities

* Assist in the development and refinement of project work plans
* Lead, manage and coordinate day-to-day planning, implementation and management of project activities according to project work plans
* Provide technical input for the implementation of projects including in the preparation of briefing materials, discussion materials, and final project documents
* Ensure effective coordination of planned project activities between participants
* Facilitate effective communication and decision-making between all project stakeholders
* Ensure monitoring systems and tools are developed and used by all project participants to track project progress, and capture learning
* Manage all documents and files related to the project using SharePoint and other MS365 apps
* Reviews and assesses scientific research projects that focus on environmental benefits and improvements in agricultural operations
* Provides technical lens for programs and projects with a climate change adaptation and/or mitigation focus
* Any other tasks as assigned by the Director of Programs or Executive Director

# Key Competencies

* Relationships: builds effective interpersonal relationships and has an ability to work well with others
* Integrity and respect: implement practices to advance an inclusive, healthy organization, respectful of the diversity of people and their skills and free from harassment and discrimination
* Self-aware and growth focused: uses critical thinking skills to address challenges with useful solutions that improve systems and/or relationships

# Key Qualifications and Essential Experience/Skills

* Bachelor’s Degree preferably in agriculture, public administration, policy analysis or a related field;
* At least 2 years of relevant work experience (focus: design and/or implementation of agricultural projects or programs)
* Experience working with a large variety of stakeholders including private sector, not-for-profit and government
* Strong communication and facilitation skills
* Excellent interpersonal and team working skills
* Excellent organizational skills
* Proven ability to show initiative and work in ambiguous topics/issues

# Asset Experience

* Experience working in the BC agriculture sector
* Experience working in academic research and/or development projects
* Experience with government grants and contributions programs, either as a grant writer, grant reviewer, or recipient
* Experience in knowledge transfer activities with geographically dispersed and distinct target audiences
* Experience and ability to explain complex financial data to a broad audience.
* Experience working collaboratively with Board of Directors, Executive Management, and other professionals

# To Apply

Please submit your cover letter and CV to [info@iafbc.ca](mailto:info@iafbc.ca) in PDF format by **September 10, 2021.**