



**Employment Opportunity:**  
Project Manager (Facilitation)  
Full-time, permanent  
Downtown Edmonton, Alberta  
Closing Date: December 31, 2018



## Background

In 2017, the human and capital resources that support two multi-stakeholder organizations which provide their members with provincial-scale environmental management advice were amalgamated to optimize operational efficiencies between the organizations. The organizations follow similar processes, however remain independent with distinct mandates and maintain their own board of directors and executive committee. Under the direction of a Board of Directors, multi-stakeholder teams are created to address water and air management issues and identify potential solutions through a consensus-based decision making process.

## Organizations summaries

The Clean Air Strategic Alliance (CASA) is a not-for-profit society incorporated under the Alberta *Societies Act*. Its multi-stakeholder membership of senior representatives from various governments, industries and non-government organizations (including health and environment groups) work collaboratively and use consensus decision making to develop and apply a comprehensive air quality management system for Alberta. See [www.casahome.org](http://www.casahome.org) for more information.

The Alberta Water Council (AWC) is also a not-for-profit society incorporated under the Alberta *Societies Act*. It is a partnership born from the Government of Alberta's *Water for Life* strategy with a multi-stakeholder membership comprised of members from various governments, industries and non-government organizations. The AWC's primary tasks are to monitor and steward implementation of the *Water for Life* strategy, champion achievement of the strategy's three outcomes, and to provide provincial-level water management advice to its members. See [www.awchome.ca](http://www.awchome.ca) for more information.

## Position summary

Reporting to the Operations Manager, the Project Manager (PM) provides leadership and direction to multi-stakeholder project teams, working groups, and committees tasked with developing various solutions and deliverables for some of Alberta's most challenging water and air management issues. Working within the AWC and CASA's collaborative decision-making processes, the PM plays an integral role to ensure that stakeholder participation is meaningful, diverse perspectives are heard and considered in order to reach solutions through consensus, and various deliverables are produced on time and of high quality.

The PM builds positive working relationships across a diversity of sectoral groups and fosters a climate in which interest-based negotiation helps stakeholders to reach decisions to water and air provincial challenges. Lastly, the PM manages multiple projects and works with teams to produce deliverables including policy recommendations, guidance documents, and toolkits, among others.

## **Specific duties:**

### **1. Provide direction to multi-stakeholder teams to align with AWC and CASA processes towards developing consensus-based solutions that address water and air quality issues.**

#### **Activities:**

- Interpret AWC and CASA Board philosophies to teams and communicate board interests and concerns at the project team level
- Identify issues and barriers impeding team progress and take appropriate steps to rectify these
- Act as “process cop” to ensure that AWC and CASA’s processes are adhered to consistently
- Assist project team co-chairs in interacting with the board on behalf of the teams
- Ensure that reporting relationships are clear and team members are aware of their accountability to their sector and AWC and CASA director and alternate

### **2. Apply project management and facilitation skills to ensure project objectives are met on time, and ensure effective communication among project team members.**

#### **Activities:**

- Organize meeting logistics, prepare agendas, and record minutes from meetings and ensure timely review and distribution of relevant documents
- Lead project teams in preparing and executing work plans
- Prepare board briefing materials, reports, and other pertinent documents as required by project teams, working groups, and committees
- Assist the team with identifying potential sources of funding and preparing grant applications
- Design and deliver team meeting approaches to achieve meeting objectives
- Implement conflict resolutions and mediation processes to resolve conflicts among project team members
- Develop strategies to enhance communication among project team members
- Manage consultant contracts (i.e., review of invoices, ensuring contract terms of reference are met, and serve as the primary liaison between the project team and consultant(s) to resolve issues and exchange information)
- Occasional overnight travel required

### **3. Other duties that contribute to the efficient operation of the AWC and CASA to achieve the organizations’ goals.**

#### **Activities:**

- Maintain collegial working relationships with AWC and CASA staff to encourage a positive working environment
- Develop and maintain technical and personal skills to improve AWC and CASA performance
- Represent AWC and CASA at networking and outreach events
- Present project updates and findings to sector member organizations and other groups
- Provide input towards AWC’s and CASA’s strategic and operational plans, annual reports, and communication materials (website, newsletters, webinars etc.)
- Liaise with other staff to maintain effective internal communications
- Other duties as required

## **Knowledge and Experience Requirements**

- University degree in a related field (e.g. natural resource or conservation sciences, environmental or public policy) or a comparable combination of education and experience
- Minimum of three years of related work experience

- Experience facilitating multi-stakeholder groups and applying project management skills
- Excellent verbal and written communication skills
- Strong understanding of environmental issues, stakeholder groups and management frameworks relating to air and water in Alberta
- Strong organizational skills
- Self-driven performer
- Ability to work independently or as part of a team
- Excellent multi-tasking abilities and ability to prioritize and adapt to unforeseen situations
- Requires knowledge of Microsoft Office programs (i.e., Outlook, Excel, Word and PowerPoint)
- Experience with consensus decision making is considered an asset

## Compensation

CASA and AWC offer competitive not-for-profit salaries, extended health and dental benefit coverage, an RRSP plan, and professional development opportunities.

## Type of position

This is a full-time, permanent position.

## To Apply

Email your cover letter and resume to [recruiting@awchome.ca](mailto:recruiting@awchome.ca)

Please ensure the following:

- Subject line includes “Project Manager” and your last name.
- Cover letter (max. two pages) explains why you are interested in working with the AWC and CASA, and how your skills and qualifications meet the criteria outlined for this position.
- Resume outlines your relevant skills, education and experience.
- A sample of your writing (approximately 300 words)
- Cover letter, resume and writing sample combined as one pdf document.

**Application Deadline: 11:59 p.m. December 31, 2018.**

*We thank all applicants for their interest but only those selected for an interview will be contacted before January 31, 2019.*