



CBTU SMCC

CANADA'S BUILDING TRADES UNIONS
LES SYNDICATS DES MÉTIERS DE LA CONSTRUCTION DU CANADA
Value on Display. Every Day. Valeur sûre à tous les jours.

Integrating Climate Literacy Into Skilled trades Project Manager

POSITION SUMMARY

Want to be a part of an exciting new progressive initiative in Canada?

Canada's Building Trades Unions is looking for a full time Project Manager to execute the deliverables and objectives for a 4.5 year federally funded project under the Government of Canada's Union Training and Innovation Program through Employment and Social Development Canada; the project primary objectives are Integrating Climate Literacy Into Skilled Trades Education and Training.

Canada's Building Trades Union/Les Syndicats des métiers de la construction du Canada is an affiliation of 14 construction trades unions representing 600,000 craftworkers from coast to coast. Since 1908 CBTU/SMCC and our members have built the roads, bridges, hospitals, schools and factories that fuel the economic prosperity of all Canadians. Our contractors and members are the folks that keep your house warm in the winter and cool in the summer. We deliver value. Every Day

The individual in this position will work under the direction of the Executive Director and the Director of Workforce Development, to assist in the management of all project activities.

KEY RESPONSIBILITIES

Overall Project Management: Utilization of a project management system to manage the overall work plan; ensure the project is kept on track and meeting deadlines; supporting the research activities of the evaluation firm assigned to the project; ensure effective communication with project partners; provide management and direction to Project Coordinator.

Communication and Reporting: Communicate with stakeholders and partners across Canada on the project objectives and activities; sharing project related materials with stakeholders; assist in the preparation of Canadian Executive Board & ESDC quarterly reports; monitoring and providing progress reports to the Director of Workforce Development.

Stakeholder Engagement and Needs Analysis: Develop a stakeholder engagement plan; manage the plan; participate in and facilitate related meetings and events; plan and manage final virtual conference in five regions.



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Project Execution: Meeting and delivering ambitious targets and milestones; management of project pilot roll-outs; management and execution of on-line workshops for Trainers, Apprentices, Journeypersons, Employers, Contractors and Union Affiliates

QUALIFICATIONS

Education and Experience

- Post-secondary education in a related discipline is highly desirable (project management, social sciences, business)
- At least 5 years of experience in a similar role - project management, communication, financial management and coordination, reporting
- Knowledge of or experience in the construction industry including the construction trades and apprenticeship system in Canada is an asset
- Extensive experience in partnering and developing relationships with people/stakeholders

Knowledge, Skills and Attributes

- Strong project management skills and demonstrated ability to manage in a multi-project environment.
- Demonstrated experience with project management software (MS Project or equivalent) and related other MS applications (i.e. Word, Excel, Power Point, Outlook)
- Excellent interpersonal communication and interpersonal relationship skills.
- Strong organizational and time management skills.
- Demonstrated ability to effectively prioritize work flow, set priorities and multi-task.
- Experience planning and facilitating meetings (stakeholder information sessions, networking events, round table discussions, conferences, advisory group meetings and conferences)
- Ability to work diplomatically and independently in a challenging team environment
- High standards of ethics and confidentiality.
- Ability to exercise judgement, show initiative and be proactive as part of a team.
- Bilingualism in French and English is strongly desired



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LOCATION: This position is located in Ottawa.

TRAVEL: The person in this position will be expected to travel regularly across Canada

COMPENSATION AND TERMS: This is a fixed term employment position renewable annually expiring in March of 2025.

SALARY: Commensurate with experience

Closing Date: Tuesday April 6th, 2021 at 12PM EST.

To apply for this position, please forward cover letters and resumes to:

Lindsay Amundsen
Director of Workforce Development
Canadian Building Trades Unions
lamundsen@buildingtrades.ca

To get a better understanding of Canada's Building Trades Unions/Les Syndicats des métiers de la construction du Canada visit www.buildingtrades.ca

CBTU is committed to ensuring a diverse and inclusive workforce through equitable participation of persons from diverse groups. All applicants who are members of an employment equity group are encouraged to self-identify.