



**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.

## **CBTU Apprenticeship Services Program Project Manager-Western Region**

### **POSITION SUMMARY**

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

This is a fixed term employment position expiring in March of 2024.

It's preferred that the successful candidate resides in Western Canada. The position will require working remotely, in the field and other travel as required.

Canada's Building Trades Unions is looking for a full time Project Manager to execute the deliverables and objectives for a federally funded project under Employment and Social Development Canada; the project primary objectives are to support small and medium enterprises (SMEs) to hire 4000 first year Red Seal apprentices, with a focus on underrepresented groups; and to provide the necessary training and employment supports to ensure successful apprenticeship completion rates in various skilled construction trades.

The Project Manager will work closely with employer partners, 14 affiliated unions, representing 60 different Red Seal trades and our union contractors in the Industrial, Commercial, and Institutional (ICI) sector to recruit and support the hiring of first-year apprentices for this project. The PM will work closely with the project Regional Coordinators and Diversity Liaisons to leverage existing programs to help employer partners meet diversity targets, support apprentices to ensure completion rates, and take a regionalized approach to work closely with stakeholders locally.

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 Program Director and the Director of Operations, to assist in the management of 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; support the technological development, marketing, research and training program activities; ensure effective communication with project partners and stakeholders; provide management and direction to Regional Coordinators and Diversity Liaison Project Manager.



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

**Stakeholder Engagement:** Assist in the development of the stakeholder engagement plan; manage the plan; participate in and facilitate related meetings and events; plan and manage the various recruitment activities and employer supports.

**Project Execution:** Meeting and delivering ambitious targets and milestones; management of project incentive roll-outs; management and execution of online and in person information sessions workshops for Apprentices, 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, information sessions and advisory group meetings)
- Ability to work diplomatically and independently in a challenging team environment
- High standards of ethics and confidentiality.



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- Ability to exercise judgement, show initiative and be proactive as part of a team.
- Bilingualism in French and English is strongly desired.

**TRAVEL:** The person in this position will be expected to travel regularly. The successful candidate will also be required to travel to Ottawa one week per month.

**SALARY:** Commensurate with experience.

**Closing Date:** July 31, 2022

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

Kelly Ackerl  
Human Resources Manager  
Canada's Building Trades  
Unions (CBTU) Apprenticeship Services Program  
[kackerl@buildingtrades.ca](mailto:kackerl@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](http://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.*