

Program Manager, FAST

Job Posting: Full-time, Parental Leave Contract (12-months)
Location: Vancouver, BC | Hybrid Workplace (2-days in office)
Salary: \$65,000
Posted: March 17, 2023
Start Date: ASAP | This posting will remain open until the role is filled

About IEC-BC

The Immigrant Employment Council of BC (IEC-BC) facilitates the integration of skilled newcomers into Canada's workforce by connecting employers with the talent they need. As a champion of employers, we foster solutions, build connections, and are a catalyst for employer success.

IEC-BC works directly with employers, industry, and sectoral organizations to develop innovative solutions, tools and resources that support employers in integrating skilled immigrants into the Canadian workforce. Through partnerships with businesses, government, and community partners, we deliver employer-driven solutions that give businesses an edge in an increasingly competitive economy. IEC-BC is funded by the Government of Canada.

About the Position

We are looking for an experienced Program Manager to lead the FAST initiative at IEC-BC. This role will be responsible for the management and implementation of the [Facilitating Access to Skilled Talent \(FAST\)](#) program, specifically of its expanded stream in Seniors' Care and the ongoing redevelopment of the program's existing five streams. This role will also be responsible for other aspects of managing program delivery and operations, including program development, project partner management, and overseeing program staff and external consultants.

FAST is a unique online competency assessment platform designed to provide immigrants to Canada with a suite of tools and resources to help them get started on their careers in Accounting, Biotechnology and Life Sciences, Information Communication Technology, Skilled Trades, Culinary Arts, and Seniors' Care.

Reporting to the Senior Manager, Skills Validation and Strategic Initiatives, and supervising the FAST Program team, the successful candidate will ensure that project milestones, goals, and objectives are achieved.

Primary Responsibilities

Project Management

- Leads the management of project related activities, timelines, reports, and budget

- Develops and maintains project work plan for the ongoing progress and execution of project deliverables
- Monitors and evaluates all activities and prepares all project reports required by the funder and stakeholders
- Manages project expenses in collaboration with the Senior Manager, Skills Validation and Strategic Initiatives
- Provides direction and support to the FAST project team
- Manages consultants and ensures high-quality and timely completion of deliverables
- Provide project activity and milestone reports on a weekly/monthly basis (internally) and quarterly basis (externally), as required by the program funder
- Facilitate project development and implementation meetings and/or committees

Program Development and Delivery

- Leads program development and collaboration between the FAST team, project partners, and key stakeholders, to ensure it is adaptive and responsive to employers' and immigrants' needs
- Manages the development and program delivery of the FAST program's online resources and competency assessments, working closely with the program team
- Monitors and tracks project outcomes as per the evaluation framework, working closely with the program funder's external evaluation team
- Monitors and tracks project milestones to ensure the timely achievement of deliverables

Stakeholder Engagement and Partnerships

- Develops and leads consultations with project partners and stakeholders
- Develops partnerships with employers, service delivery partners, business associations, and educational institutions
- Manages and supports the development and implementation of an outreach and engagement strategy to promote all programs and resources to employers and stakeholders
- Establishes and maintains positive working relationships with internal and external stakeholders, including service provider partners, professional immigrant networks, as applicable
- Participates in immigrant-employment related committees/working groups, etc. as assigned

Administration

- Approve and track FAST project invoices and budget expenses
- Provide timely and effective reporting on a weekly, monthly and quarterly basis
- Lead advisory/working group meetings, as required
- Other administrative duties including filing and data upload for program research and evaluation, as required

Other Duties and Responsibilities

- Performs other work-related duties as assigned by the CEO or Senior Management

About You

The successful incumbent for this role will be:

- **A great communicator.** You believe that clear, effective communication builds trust and creates better relationships. You have demonstrated excellent written, verbal,

and interpersonal communication skills through previous work, volunteer and/or educational activities.

- **A collaborator.** You have shown an ability to work well with others, and working with a team and project partners from across Canada excites you.
- **Entrepreneurial.** You enjoy working independently and thrive in finding opportunities in challenges and solutions to complex problems.
- **A great relationship builder.** You can identify, build, and nurture relationships with a range of stakeholders' roles, departments, and levels.
- **Organized and effective at time management.** You will be responsible for a number of strategic initiatives, with multiple tasks at any given time, and can keep these organized and prioritized to ensure goals are achieved. You like to get things done.
- **Resourceful.** When you encounter a new task, you have the initiative to seek help from your colleague's knowledge, your team, your network, and other resources available to find a good path forward.

Experience/Education:

- 3-5 years of demonstrated experience in project management and/or non-profit management, or a combination of related education and experience
- Highly effective in managing stakeholder relations, including facilitating partnerships and providing strategic direction
- Demonstrated experience in planning, leading and managing multi-stakeholder projects
- Demonstrated experience working effectively as a leader in a small team environment to achieve project and organizational goals
- Demonstrated ability to work within and across a range of cultural and community contexts
- Demonstrated ability to execute projects on time and on budget
- Experience with online Learning Management systems is an asset

Knowledge/Skills:

- Excellent communication skills; adept in written reports and presentations
- Effective interpersonal skills with the ability to build and nurture cooperative working relationships with stakeholders, partners, and clients
- Ability to excel in a fast-paced work environment with minimal supervision, knowing where and when to escalate issues
- Outstanding time management & organizational skills
- Strong attention to detail
- Research, problem solving and analytical skills - takes initiative to identify causes, gather and process relevant information, generate possible solutions and make recommendations and/or resolve the situation
- High proficiency with Microsoft Office products and social media
- Knowledge of the immigration system and/or workforce development is an asset
- Knowledge of HR/diversity practices related to the recruitment and integration of skilled immigrants is an asset

How to Apply

If this sounds like you, please submit one document that includes your cover letter detailing your experiences as they relate to this role and your resume to recruitment@iecbc.ca. Please ensure that you include “Program Manager, FAST” in the subject line. **Applications will be accepted on a rolling basis until the role is filled; interested applicants are encouraged to apply early.**

We kindly ask for no phone calls please. Due to the high number of applications we receive, only candidates who are selected for an interview will be contacted. We thank all applicants for their interest in the Immigrant Employment Council of BC.