

National Project Manager

Strengthening Employer Feedback Channels

Full-time

About Us

The Immigrant Employment Council of BC (IEC-BC) is a dynamic not-for-profit that helps BC employers recognize the collective value immigrants bring to the workforce, positively impacting our society and economy. As a growing organization, our programs break down barriers that keep BC businesses from making full use of the diverse skills and experience immigrants bring to the workplace and communities.

About the Role

The Immigrant Employment Council of BC (IEC-BC), in collaboration with local immigrant employment councils across Canada, has launched an innovative project aimed at enhancing employer engagement and promoting the integration of skilled immigrant talent into the Canadian labor market. We are seeking a dynamic and experienced Project Manager to lead the implementation and coordination of the National Employer Feedback Forums Project. This role will be instrumental in broadening partnerships, enriching employer engagement approaches, elevating employer perspectives, and encouraging the exchange of successful practices for the integration of skilled immigrants into the labor market. As the Project Manager, you will play a critical role in the execution and oversight of this groundbreaking project. Your responsibilities will not only involve the strategic implementation and coordination of the project activities but also extend to cultivating meaningful relationships with a broad spectrum of stakeholders, including project delivery partners, employers, service providing and community organizations, and government bodies. Your efforts will be key in identifying and implementing innovative engagement tactics and strategies that resonate with employers and contribute to the project's overarching goal of creating a more inclusive and integrated labor market for skilled immigrants in Canada.

Reports to: Senior Manager, Employer Networks and National Engagement

Salary: \$70-75K per annum plus a competitive benefits package

Location: Vancouver, BC (Hybrid) or Greater Toronto Area, ON (Remote)

Key Responsibilities

Program Management:

- Oversee the planning, execution, and supporting the delivery of the National Employer Feedback Forums Project.
- Develop and implement detailed project plans in collaboration with regional delivery, ensuring milestones are met on time and within budget.
- Collaborate with local immigrant employment councils to organize forums across Canada.

Relationship Management:

- Build and maintain strong relationships with external and internal stakeholders, including delivery partners, sector partners, community and service providing organizations (SPOs), business experts, and employers across Canada.
- Act as a liaison between the IECC National Network and program delivery partners to ensure alignment and synergy.

Budget Tracking and Monitoring:

- Develop and manage the project's budget, monitor expenditures, and ensure financial accountability.

- Provide regular financial reports to funders and funding partners, highlighting budget status and any variances.

Research Project Management:

- Lead research efforts to collect and analyze employer feedback.
- Coordinate with research teams to design and implement studies that provide insights into employer perspectives and needs.
- Ensure that research findings are effectively communicated and utilized to shape future policies and programs.

Stakeholder Engagement:

- Facilitate focused and intentional discussions among diverse stakeholders, including employers, business experts, and community organizations.
- Encourage the sharing of best practices and strategies for attracting, hiring, and retaining skilled immigrants.

Reporting and Communication:

- Prepare comprehensive reports and presentations on project progress, outcomes, and impacts.
- Communicate effectively with all project stakeholders, including participating in media inquiries and public relations activities as needed.

Qualifications

- Bachelor's degree in Business Administration, Project Management, or a related field.
- Minimum of 5 years of experience in project management, preferably with a focus on program design and management, stakeholder engagement, and research project management.
- Demonstrated ability to manage complex projects involving multiple stakeholders across different geographic locations.
- Strong financial management skills, with experience in budget planning, tracking, and reporting.
- Excellent communication, interpersonal, and relationship-building skills. Ability to engage effectively with a diverse range of stakeholders, including government officials, business leaders, and community organizations.
- Knowledge of immigration, labor market integration, and employer engagement strategies is highly desirable.
- Ability to work independently and as part of a team, with a high level of initiative and flexibility.

How to Apply

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and experience related to the responsibilities and qualifications listed above. Please send your application by March 31st, 2024, to recruitment@iecbc.ca and quote "National Project Manager" in the subject line.

We kindly ask for no phone calls. Due to the high number of applications received, only candidates who are selected for an interview will be contacted.