



YWCA Project Manager (Temporary full-time position- 40 hours/week)

Position Description Summary: The YWCA Lethbridge and District requires an experienced Project Manager. Under limited supervision, the Project Manager will identify, organize, and complete project-oriented tasks. The final objective of the Project is financing, purchase, zoning, remodel, licensing, and launch of program building(s). This will require working closely with government entities, contractors, funders, and YWCA staff. The Project Manager will:

- Provide the necessary leadership and responsible for managing large and complex capital improvement projects.
- **Work with other external parties to the YWCA, as required.**
- Facilitate the collection of project requirements, objectives, and expectations, and clearly communicates this information to project teams.
- Evaluate performance of project team members, or project stakeholders assigned to the function of project management.
- Lead definition of project objectives, scope development, and planning in support of the project development and execution.
- Develop YWCA’s Project Management Process in execution project(s).
- Manage project documentation and reports of all capital project(s).
- Monitor the progress of the project; communicate and adjust as required to ensure completion
- Review assigned tasks and expectations to ensure
- Manage all project funds according to established accounting policies and procedures
- Accountable for reporting on project controls: project cost estimating, benchmarking, and progress.

Knowledge, Skills and Attributes:

- Human service sector knowledge and philosophy (person-centered, strength-based, trauma-informed, harm reduction).
- Thorough knowledge of procurement, government capital funding, construction, and capital projects.
- Excellent organizational and planning skills to manage various projects and initiatives effectively.
- Ability to work without direct supervision to accomplish goals and meet schedules.
- Proven solid work ethic and ability to work well with others as well as independently.
- Strong problem-solving and troubleshooting skills.
- Open-minded, adaptive approach to problem solving.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Proven skills in Microsoft Office.

Education and Experience:

- Relevant post-secondary degree and related experience.
- Successful capital project experience.
- PMP Certification preferred.

Salary:

- \$28.85 per hour

Resumes with three references are to be directed to:

Mahreen Rana, Human Resources Manager
YWCA Lethbridge and District
604-8th Street South
Lethbridge, AB T1J 2K1
Email: HR@ywcalethbridge.org (Only those interviewed will be contacted)

Deadline: Position to be filled immediately. Applications to be accepted until hiring of successful candidate.

(Please note: All employees of the YWCA Lethbridge and District must provide a current Vulnerable Persons Check (Criminal History) and Child and Youth Intervention Module (CYIM) Check.

****YWCA Lethbridge and District is an equal opportunity employer****