Project Manager

Are you interested in making real change by bringing your knowledge and experience to help advance drinking water, wastewater and stormwater management in Canada’s communities? Canadian Water Network convenes the right conversations with networks of experts and stakeholders from all levels of government, industry, academia and non-governmental organizations and, together with other relevant research and information, extracts insights on a variety of water issues relevant to Canadians. We communicate these evidence-informed insights in a clear, neutral, accessible way to enable decision-makers to tackle their water and wastewater management priorities. If you are a self-starter who enjoys learning and working with an enthusiastic, dedicated, and committed team, you may be the right person to join CWN’s team as a **Project Manager**.

As a Project Manager at CWN, you will apply project management best practices to initiatives, projects and contracts under the guidance of the Manager, Municipal Programs. In this capacity, either on your own or as part of a team, you will:

- manage project timelines and budget;
- plan project resourcing, ensuring that all participants understand expectations, goals and time commitments required;
- identify, design and implement risk management strategies related to issues which may interfere with project success;
- maintain project documentation and provide regular reports on progress, outputs, outcomes, and project issues;
- develop external documents and reports such as technical reports, project briefing notes and meeting/workshop captures;
- communicate to the team or management regarding project plan development, status, and changes; and
- track the execution of contracts, agreements and memoranda of understanding, including budgets, deadlines and deliverables, and coordinating and completing required external reporting.

You have the ability to develop and maintain a wide-ranging network of stakeholders including utilities, industry, academia, government and NGOs. You enjoy working with subject matter experts to solicit their perspectives and knowledge while you build long-term relationships. Thus, as part of your responsibilities, you will lead the implementation of new initiatives including research competitions, support advisory and working group discussions, draft requests for proposals, and identify those from among your network who may be able to partner with CWN for mutually beneficial opportunities. These may include joint agreements; partner-funded projects, workshops, or meetings; and partner support or
participation in CWN’s annual national Blue Cities conference. You will also support the design and development of such workshops, meetings and may take a large or leading role in design and development of the Blue Cities conference.

Requirements

- Ability to efficiently and effectively manage multiple priority projects with tight deadlines;
- very strong verbal and written communication skills particularly the ability to express complex technical concepts effectively to technical and non-technical audiences;
- client-service oriented — ability to appreciate and work effectively with people from a diverse range of perspectives, professional backgrounds and expertise, recognizing that this brings richness to the challenge or situation at hand;
- demonstrated knowledge-synthesis skills, including the ability to discern the implications of complex and scientific information;
- strong presentation and facilitation skills;
- work equally well independently or as a member of a team;
- flexibility of approach and ability to adjust to rapidly evolving environments and conditions to function effectively and ensure continuity;
- knowledge of government structure, particularly municipal government; knowledge of drinking water, wastewater and stormwater management, operations and policy issues;
- 3-5 years experience in a project management role; PMP certification is not required but is considered an asset; and
- Master’s degree in an environmental science, science or engineering field or equivalent experience with a Bachelor’s level degree in same.
- Fluency in written and spoken French would be considered an asset.

This position is located in Waterloo, Ontario. The deadline for submission is May 11, 2018, however, candidates may be selected for interviews prior to the submission deadline. Please submit your resume with cover letter to careers@cwn-rce.ca.

Thank you to all who apply. Only applicants who are are selected for interviews will be contacted.