



## Job Description

### Project Manager

### Manitoba Aboriginal Apprenticeship and Trades Initiative (MAAT)

---

#### The Project:

The Manitoba Aboriginal Apprenticeship and Trades Initiative is designed to increase the completion rate of Aboriginal people who participate in Manitoba trades and apprenticeship programs and to promote trades and apprenticeship training in Aboriginal communities across Manitoba.

This initiative will be overseen by a governance structure consisting of Board of Directors representing Aboriginal organizations, business, government, union and education interests that influence Aboriginal participation in apprenticeships and trades in Manitoba.

#### Scope:

The position will initially report to the Chief Operating Officer at the AHRC and take direction from a stakeholder Steering Committee. The Project Manager is responsible for working with the Steering Committee to establish the Manitoba Aboriginal Apprenticeship and Trades Initiative as a non-profit service organization, but most importantly to effectively manage and direct the MAAT Initiative implementation activities. It is anticipated that a new governance structure will be developed for the proposed not for profit organization which will eventually oversee the initiative. The project manager will play a critical role helping to achieve this transition.

#### Duties:

##### Project Management and Oversight

As envisioned in the initiative concept plan, the project manager would be responsible to oversee the effective and cost-efficient implementation of the MAAT initiative. Specifically:

- Work with the MAAT Steering Committee to establish the governance structure and programming services of MAAT
- Establish the not for profit entity which will oversee the MAAT in the longer term
- Establish a head office and satellite services as may be required
- Recruit and manage required staff to implement the MAAT initiative
- Develop and implement the project work plan, complete with goals and targets.
- Develop benchmarks and measurements to demonstrate the impact of the project.
- Compile and administer budgets and reports, meet all accounting requirements and provide draft project status report to the committee as required.



### Supervision

Supervise and effectively manage and lead the team of Project Officers to achieve the overall goals and targets of the MAAT initiative.

### Qualifications

This position will require extensive interaction with all levels of government, business, union, Aboriginal communities and education sectors. To achieve this, the following experience and knowledge is required:

- Extensive hands-on project management with a minimum of 5 years experience.
- Superior written, comprehension and oral communications skills.
- Experience in establishing and negotiating effective partnerships.
- Experience working with a Board of Directors or similar governance structure.
- Experience in human resource management, specifically to Aboriginal issues.
- Experience in financial management.
- Knowledge of apprenticeship programs and trades training.
- Knowledge of how governments operate with non-profit service delivery providers.
- Ability to foster and work in a team environment with stakeholders and staff.
- Ability to work with IT programs, including Microsoft Office Professional, and Microsoft Project 2003 and higher.
- Ability to effectively organize and manage multiple workload demands.
- Bilingualism is an asset.

Funds have been identified for the hiring of this position until August 2011. An extension will may be possible as incremental funds are identified.

There is no pre-determined location for this position however the focus of planning activity will be in Winnipeg. In determining the location for the position, the council will take into account the needs of the candidate selected for the position, costs, contract vs. salaried arrangements, as well as opportunities for partnership with organizations that have a vested interest in the success of this development initiative.

Salary or contract in the range of \$55,000 to \$60,000 per annum has been established for this position.

Preference will be given to a person of aboriginal ancestry. However only applicants with the skills required will be contacted for an interview.

Cover letter and resume are to be sent to the attention of Craig Hall, COO, Aboriginal Human Resource Council via email through [costlund@aboriginalhr.ca](mailto:costlund@aboriginalhr.ca) no later than 4:00 pm CST, February 12, 2010. No phone calls please.