

Job Title: Project Manager – HR Services

Organizational Overview

Interested in contributing to Canada's food production value chain? Did you know Canadian farmers are environmental stewards, working in soil conservation, carbon sequestration and playing an important role in climate change while they work to feed Canada and the world? The Canadian agricultural industry is dynamic, with science-based advancements and adoption of automation, digitalization and technology.

The Canadian Agricultural Human Resource Council (CAHRC) is a national, non-profit organization focused on addressing human resource issues facing agricultural businesses across Canada so that the industry can continue to grow and meet the demand of feeding Canadians and the world. Our team is expanding and there are excellent opportunities available with us that support the Canadian agricultural industry.

Job Description

The Project Manager – HR Services, reports to CAHRC's AgriSkills Program Manager and will manage the development and delivery of HR-related project activities. The Project Manager – HR Services plans and controls the project within quality, budget and time constraint; develops and delivers HR training, events and information dissemination; coordinates with organizations, clients and stakeholders; identifies new business opportunities; and prepares proposals for future business.

Main Responsibilities

- Maintain quality of HR products and service.
- Liaise with stakeholders to ensure effective delivery of products and services.
- Monitor, track and report on usage of HR products and services.
- Implement project management process including confirming project scope, identify activities, schedule and costing and maintain as necessary.
- Define processes for project change control, risk management and quality management.
- Prepare quality assurance procedures and minimize risk on project.
- Confirm and execute project work plans and revise as appropriate to meet changing needs and requirements.
- Secure and liaise with project champions and stakeholders.
- Manage day-to-day operational aspects of a project.
- Manage research and development activities as required to support project including the preparation of communication materials.
- Establish strong relationships with project stakeholders.
- Apply project-related procedures and enforce project standards.
- Perform project quality control and assurance, liaising with team, management, consultants and funding authority and preparing reports as required.
- Ensure invoices are generated and processed on a timely basis to meet monthly forecast and invoicing schedules.
- Deliver high quality outputs in compliance with agreed time and budget constraints and to the satisfaction of the clients and stakeholders including all required project reports.
- Ensure project documents are complete, current and stored appropriately including all project

management files, communications, drafts, deliverables and reports.

- Support preparation and dissemination of marketing and communications materials for HR products and services including presentation materials, emails, brochures, social media materials, website content to clarify unique features and value to various stakeholder groups.
- Identify new and emerging needs of stakeholders and communicate service options to secure new business.
- Develop updates and new products as project initiatives.
- Prepare proposals for future business as required.

Education

University Bachelor or Master's degree in Business, Human Resources, Agriculture or related discipline.

Experience

At least 3 years of experience working in the Human Resources field.

At least 3 years of experience as Project Manager.

At least 1 year experience working in non-profit organization (desirable).

Knowledge & Skills

Advanced knowledge of Word, Excel, and Powerpoint software.

Other Requirements

Certified Human Resources Professional designation (desirable).

Project Management Professional Certification (desirable).

Bilingual (English/French) (desirable)

Other Details

Term: 12-month contract with opportunity for renewal

Salary: \$65,000 - \$80,000 / year

Location: Hybrid model, with remote options in Canada

Application Process

If you are interested in joining the Canadian Agricultural Human Resource Council team, please forward a cover letter and resume no later than November 14, 2022 directly to: Julie Schryburt Finance and Administration Manager, Canadian Agricultural Human Resource Council info@cahrc-ccrha.ca.

Please send your cover letter and resume as one pdf document, titled with your name and the position (e.g., Sam Smith – Project Manager – HR Services.pdf). Only applicants selected for an interview will be contacted. No phone calls please. For more information about the Canadian Agricultural Human Resource Council, please visit our website: www.cahrc-ccrha.ca