

Job Title: Project Manager – LMI

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 – LMI, will report to CAHRC's AgriLMI Program Manager and will manage the development and delivery of LMI research, including the labour market intelligence research, resulting documentation and information dissemination (reports, factsheets, website content, data sets, presentations); tools (benchmarking, cost of turnover calculator, webinar series, learning materials, demand and supply model), and related services (consulting, training). The Project Manager – LMI will plan and control the project within quality, budget and time constraints; coordinates with organizations, clients and stakeholders; identifies new business opportunities; and prepares proposals for future business.

Main Responsibilities

- Maintain quality of AgriLMI products and services, including all access mechanisms.
- Establish project scope, identify activities, schedule and costing and maintain as necessary.
- Implement processes for project change control, risk management and quality management.
- Prepare quality assurance procedures and minimize risk on project.
- Create and execute project work plans and revise as appropriate to meet changing needs and requirements.
- Establish strong relationships with project stakeholders.
- Liaise with stakeholders to ensure effective delivery of products and services.
- Secure and liaise with project champions, committees, working groups and stakeholders.
- Manage day-to-day operational aspects of a project.
- Apply project-related procedures and enforce project standards.
- Perform project quality control and assurance, liaising with team, management 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.
- Conduct research and development activities as required to support project including the

preparation of communication materials.

- Prepare and disseminate marketing and communications materials for AgriLMI product and services including presentation materials, emails, brochures, social media materials, website content to clarify unique features and value to various stakeholder groups.
- Monitor, track and report on usage.
- Identify new and emerging needs of stakeholders and communicate service options to secure new business.
- Prepare proposals for future business as required.

Education

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

Experience

At least 3 years of experience as Project Manager.

At least 2 years of experience in labour economics research and modeling.

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

Knowledge & Skills

Ability to write and communicate effectively

Ability to conduct and interpret qualitative and quantitative research

Ability to work independently and in a team environment

Advanced knowledge of Word, Excel, and PowerPoint software.

Bilingual (English/French) (desirable)

Other Requirements

Project Management Professional Certification (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 – LMI.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