



Project Manager

The Organization

The Whitebark Pine Ecosystem Foundation of Canada (WPEFC) is a registered non-profit society in BC and Alberta, devoted to the conservation and stewardship of whitebark and limber pine. Through partnerships, science-based active management, restoration, research, and education, we aim to recover these endangered ecosystems.

Position Description

WPEFC is hiring a contract Project Manager 10 to 20 hours per week to oversee recovery and restoration projects for these endangered whitebark and limber pine ecosystems in the Rocky Mountains and Foothills of Canada. Ideally, this term starts in Winter 2022 with deliverables due March 2023 and with the possibility of extension for up to five years.

Should the applicant, individual or firm fulfill all qualifications, they may submit for both the Project Manager and [Spatial Analyst](#) roles.

The project consists of two phases:

The first phase involves building a project team, then compiling and standardizing data sources to support development of a spatial restoration plan for whitebark and limber pine throughout the project area. The methodology will follow the steps and outcomes for the [pilot project for 3 areas in the Crown of the Continent region](#) and the [expanded project encompassing the entire Crown of the Continent Ecosystem](#). The Project Manager will work closely with the Spatial Analyst on this phase. Key responsibilities include ensuring the project is on track and progressing, given project team members may have varying levels of availability. Project data sources and parameters will be shared for review periodically with stakeholders. Final spatial deliverables and a project report will be reviewed with stakeholders.

Phase 2 lasts approximately 4.5 years and consists of applying these products to develop and support implementation of spatial restoration plans and activities across the project area, in collaboration with WPEFC project managers. Planning, tracking implementation, budgets, in-

kind contributions from partners, data compilation, and reporting to WPEFC, partners and funders are key responsibilities.

Responsibilities of this Role

- Manage project portfolios to ensure all obligations and deadlines are met
- Liaise between regional Project Managers
- Liaise with grant funders
- Assist in the development of project reports
- Track budgets, invoices and in-kind support
- Provide regular updates to the supervisor and Board of Directors, drawing attention to obstacles or issues of note
- Leads and coordinates advancement of project including:
 - organizing, chairing, and taking minutes for regular stakeholder and project participant meetings
 - ensuring spatial data requirements are on track per project development
 - coordinating and abiding by cooperator data sharing agreements
 - sharing information and data among project participants and stakeholders
- compiling spatial and non-spatial data in collaboration with project team

Mandatory Qualifications & Capacities

- Degree in a natural resource management field or business administration , or other relevant field plus 3 years of complex project management experience; OR certification project management, plus 3 years of related experience
- Strong written and verbal communication skills
- Experience developing detailed timelines and budgets for project milestones and deliverables
- For complex projects, demonstrated ability to keep within scope, budget and on time
- Experience collaborating with stakeholders and managing contractors
- Experience chairing meetings, taking and distributing minutes and progress updates
- Proven team player who is positive, respectful, and excels at motivating others
- Proven ability to lead collaboratively across multiple platforms and sectors, including with First Nations, government agencies, and non-government organizations
- Excellent organizational skills, including attention to detail and ability to multitask
- Able to monitor project progress and team performance, and diplomatically identify and promote necessary improvements in a timely manner

Preferred Qualifications & Capacities





- Experience with ArcGIS or QGIS if interested in additional [spatial analyst](#) position)
- Knowledge of whitebark and limber pine biology and restoration
- Proactive approach and the ability to solve problems creatively and with confidence

Compensation

Rate is commensurate with experience and demonstrated success. This is a contract position; please list your hourly rate, inclusive of office operating expenses; excluding travel.

WPEFC will provide accounts for Zoom and other platforms. Contact us for details or if you have questions.

Insurance Requirement

- The Contractor will purchase and maintain, at their own expense, throughout the term of this Agreement the following insurances with insurers licensed in Canada:
- Comprehensive General Liability in an amount not less than \$2,000,000 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement.
- Adequately insured, reliable vehicle. Automobile Liability on all vehicles owned, operated or licensed by you in an amount not less than \$2,000,000 per occurrence and appropriate vehicle insurance for travel related to work.
- Workers Compensation Board / WorkSafe Registration Number in good standing.

Application Requirements

Submit a CV and a list of specific examples of related experience. Include links to at least two projects illustrating how you and/or your team meet the specific expertise listed above.

Please include a bid-rate breakdown and supply three references that can provide examples of the above qualifications.

This posting will remain open until a suitable candidate is found. Applications can be sent to hr@whitebarkpine.ca



info@whitebarkpine.ca



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