

This is an exciting time to join Kuuwanimano Child and Family Services!

Employment Opportunity

Contract Project Portfolio & Resource Development Administrator (Non-Union position)

Competition #: 24-28R

Department: Administration

Posting Date: April 11, 2024

Location: Timmins, ON – with regular and frequent travel throughout the district

Job type: Contract up to 12 months

Closing Date: April 18, 2024 @ 4:30 PM

Salary: \$102,293 - \$117,583

What you will do in the role

- Central point of accountability for the delivery of the portfolio's projects.
- Ensure all projects across the portfolio are delivered on time and on budget while achieving the Agency's deliverables and service goals. Manage benefits associated with service delivery and projects to ensure that the benefits identified in business cases are achieved.
- Provide executive level reporting to the Executive Director and Senior Management Team, and other stakeholders on overall health of the investment portfolio along with key programs and projects. For projects with risks and issues, highlight actions being taken or recommendations on what needs to be done to address the issues in question.
- On an annualized basis, work with the Senior Management team to create the investment plan for the Agency which aligns with Agency strategic plan and risk appetite.
- Coach, develop and assign employees to provide the optimal resources required to attain the team's objectives and deliver the portfolio objectives.
- Actively collaborate and develop relationships with Managers and Supervisors.
- Build and maintain knowledge of services within the portfolio and collaborate closely with Managers and Supervisors to establish needs, staffing, safety, etc.
- Oversee the Maintenance & Facilities of all Agency properties, rentals, and leased buildings by collaborating with the Supervisor of Maintenance & Special Projects.
- Must have knowledge of funding opportunities and work closely with the Funding & Acquisition Specialist.
- Must work with and create partnerships with First Nations communities under funding envelopes.
- Provide guidance and support to the IT staff.

Just a few reasons to join Kuuwanimano Child and Family Services

- Opportunity to collaborate with a dynamic team with career growth across multiple departments.
- KCFS prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- Training opportunities to support your success in the role.
- A defined contribution benefit pension plan (OMERS)
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Competitive vacation leaves and above average leave packages.

What you bring to the table

- University degree or diploma in a related field or equivalent work experience.
- Certified Scrum Master (CSM) or Agile Certified Practitioner (PMI-ACP).
- Project Management Professional (PMP) required.
- Demonstrated experience in the development and implementation of comprehensive plans.
- Demonstrated knowledge and experience in community development/engagement.
- 5+ years of experience in project management, consulting, or plan development.
- Highly effective project management, prioritization, multi-tasking, and time management skills to meet deadlines.
- Experience with a wide range of software.

Please refer to our website: www.kuuwanimano.com for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume and submit by email to: HR@kuuwanimano.com, or by fax to 705-266-9122.

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process. Please note that preference will be given to qualified Indigenous applicants. **Please self-identify.**

Meegwetch to all applicants, however only those selected for an interview will be contacted.