



**Employment Opportunity:**  
Project Manager (Facilitation)  
Full-time, permanent  
Edmonton, Alberta  
Closing Date: October 27, 2024



## About the Clean Air Strategic Alliance and the Alberta Water Council

In 2017, the staff that were supporting the administration of the Alberta Water Council (AWC) and the Clean Air Strategic Alliance (CASA) were amalgamated, and all staff support the operations of both organizations.

CASA is a not-for-profit society incorporated under the Alberta *Societies Act*. Its multi-stakeholder membership of senior representatives from various governments, industries, non-government organizations (including health and environment groups), and Samson Cree Nation work collaboratively and use consensus-based decision making to support air quality management in Alberta. See [www.casahome.org](http://www.casahome.org) for more information.

The AWC is also a not-for-profit society incorporated under the Alberta *Societies Act*. It is a partnership born from the Government of Alberta's *Water for Life* strategy with a multi-stakeholder membership comprised of members from various governments, industries, and non-government organizations. The AWC's primary tasks are to monitor and steward implementation of the *Water for Life* strategy, champion achievement of the strategy's three goals, and to provide provincial-level water management advice to its members. See [www.awchome.ca](http://www.awchome.ca) for more information.

Both organizations follow similar processes but remain independent with distinct mandates and their own board of directors. Under the direction of the boards of directors, multi-stakeholder teams are created to address water and air quality management issues and identify potential solutions through a consensus-based decision-making process.

## Position Summary

Reporting to the senior project manager, the project manager (PM) provides leadership and direction to multi-stakeholder teams and supports development of recommendations, guidance documents, and toolkits, among other deliverables. Working within the AWC and CASA's collaborative consensus decision-making processes, the PM plays an integral role to ensure that stakeholder participation is meaningful, diverse perspectives are heard and considered to reach solutions through consensus, and deliverables are produced on time, within budget, and of high quality. The PM builds positive working relationships across diverse sector groups and fosters a climate in which interest-based negotiation helps stakeholders to reach decisions on water and air provincial challenges.

Specific duties:

**1. Provide support and direction to multi-stakeholder teams to align with AWC and CASA processes towards developing consensus-based solutions that address water management and air quality management issues.**

*Activities:*

- Understand and communicate board interests and concerns to project teams.
- Identify issues and barriers impeding team progress and take appropriate steps to rectify these.
- Act as a process guide to ensure that AWC and CASA's processes are adhered to consistently.
- Assist project team co-chairs in interacting with the board on behalf of the teams.
- Ensure that reporting relationships are clear, and team members are aware of their accountability to their sector and AWC and CASA directors and alternates.

**2. Apply project management and facilitation skills to ensure project tasks are met on time and ensure effective communication among project team members.**

*Activities:*

- Organize and execute meetings, workshops, and webinars, including facilitating discussions and preparation of agendas and summary notes and timely distribution of relevant documents.
- Lead project teams in preparing and executing work plans.
- Prepare board briefing materials, reports, and other pertinent documents as required by project teams, working groups, and committees.
- Assist the team with identifying potential sources of funding and preparing grant applications.
- Design and deliver team meeting approaches to achieve meeting objectives.
- Implement conflict resolutions and mediation processes to resolve conflicts among project team members.
- Develop strategies to enhance communication among project team members.
- Manage consultant contracts (i.e., review of invoices, ensure contract terms of reference are met, and serve as the primary liaison between the project team and consultant(s) to resolve issues and exchange information).

**3. Other duties that contribute to the efficient operation of the AWC and CASA to achieve the organizations' goals.**

*Activities:*

- Maintain collegial working relationships with AWC and CASA staff to encourage a positive working environment.
- Develop and maintain technical and personal skills to improve AWC and CASA performance.

- Represent AWC and CASA at networking and outreach events when required.
- Present project updates and findings to sector member organizations and other groups.
- Provide input towards AWC's and CASA's strategic and operational plans, annual reports, and communication materials (website, newsletters, webinars etc.).
- Liaise with other staff to maintain effective internal communications.
- Other duties as required.

## Qualifications

- University degree in a related field (e.g., natural resource or conservation sciences, environmental or public policy) and a minimum of three years of related work experience, or an equivalent combination of education and experience.

## Skills and Knowledge

- General understanding of environmental issues, stakeholder and Indigenous groups, and management frameworks relating to air and water in Alberta.
- Experience leading teams, including planning and directing workload and activities and providing support to team members.
- Experience with managing budgets, resource planning, and other project management duties.
- Experience with professional writing, including grant applications and preparing reports.
- Proficiency in Microsoft Office (Teams, Outlook, Excel, Word, and PowerPoint), Google platforms, and remote meeting software is required.
- Ability to manage competing priorities and adapt to unforeseen situations.
- Excellent interpersonal, time management, and organization skills.
- Ability to work independently and as part of a team.
- Experience with consensus decision-making, negotiation, and conflict resolution is considered an asset.

## Compensation

The pay band for this position is \$69,000 - \$90,000. CASA and AWC offer very competitive not-for-profit salaries, as well as extended health and dental benefit coverage, an RRSP plan, and professional development opportunities.

## Requirements

Pre-employment checks will be conducted to assess the candidate's suitability for the role. These checks may include references, a criminal record check, and academic verification. Any expenses incurred associated with obtaining required documents and interview travel expenses will be the responsibility of the candidate.

All applicants who receive an offer of employment must be eligible to work in Canada.

## Type of position

This is a full-time, permanent position, located in Edmonton, Alberta. The position is a standard 37.25 hours per week, Monday to Friday, with minimal overtime required on occasion. Staff primarily work remotely from within Alberta, with a minimum of one day per week of attendance at the downtown office location. Additional office days are occasionally required to attend in-person events. The balance of remote to in-office time may be subject to change.

Project managers are occasionally required to travel within Alberta to attend meetings or other events (approximately 2-4 times per year).

A secure laptop will be provided along with equipment for remote conferencing.

## To Apply

Email your cover letter and resume to [recruiting@awchome.ca](mailto:recruiting@awchome.ca)

Please ensure the following:

- Subject line includes “Project Manager” and your last name.
- Cover letter (maximum two pages) explaining why you are interested in working with AWC and CASA, and how your skills and qualifications meet the criteria outlined for this position.
- Resume outlines your relevant skills, education, and experience.
- Please submit both documents properly labelled as instructed as one pdf document.

**Application Deadline: 11:59 p.m. October 27, 2024.**

*We thank all applicants for their interest but only those selected for an interview will be contacted.*