

Project Manager

Seeking Bold, Inspired Leaders

Envision Saint John: The Regional Growth Agency is the backbone economic development organization helping to accelerate growth for the Saint John Region. Our role is to attract people, visitors, business, and investment.

As the Project Manager, you will be responsible for the direction, coordination, implementation, control and completion of the various projects while remaining aligned with the strategy, commitments and goals of the Agency.

What you will do:

As a member of the Growth Team, you will:

- Plan and implement projects
- Help define project scope, goals and deliverables
- Define tasks and required resources
- Support and manage project teams
- Manage the project budgets
- Allocate project resources
- Create project schedules and timelines
- Report on project status
- Present to stakeholders reports on progress as well as problems and solutions
- Implement and manage changes when necessary to meet project deliverables
- Evaluate and assess the result of projects
- Take on other responsibilities as required.

Your qualifications:

- 5-7 years of experience in project management and coordination.
- A post-secondary degree in a related discipline as well as project management qualification (PMP), Certified Associate in Project Management (CAPM), or equivalent experience as a project manager
- Proficiency in project management software and tools
- Excellent verbal and written communication skills
- Have a growth mindset, lead with 'yes,' and believe in win-win solutions.
- You are a dynamic and driven team player and have demonstrable evidence of success in these areas: self-responsibility, high ambition and drive, positive outlook, high self-awareness, goal setting, accountability, and collaboration.
- You thrive in a fast-paced environment and are motivated to make a difference in your community.
- English essential - both written and verbal.
- French and other languages will be considered an asset.

Why Envision Saint John?

- **A Culture of Inclusivity:** We embrace and celebrate individual differences, creating an inclusive environment where every team member's voice is valued. We believe in harnessing the collective power of diverse perspectives to drive creativity and excellence in everything we do.
- **Empowerment and Autonomy:** We trust our employees to make informed decisions and take ownership of their work. Empowerment and autonomy are the pillars of our work culture, allowing you to unleash your full potential and bring your best ideas to life.
- **Collaboration at Its Best:** You'll be part of a collaborative ecosystem that encourages open communication and cross-functional collaboration. Together, we create a supportive network that helps each other succeed.
- **Work-Life Balance:** We understand the importance of maintaining a healthy work-life balance. Our flexible work arrangements and generous time-off policies enable you to achieve harmony between your personal and professional life.
- **A Welcoming Workspace:** Our modern, state-of-the-art office is designed to inspire creativity and productivity. Comfortable breakout areas, well-equipped facilities, and a fun-filled ambiance make it a second home for our employees. Our office is centrally located in beautiful uptown Saint John, New Brunswick, with sweeping views of the region.
- **Benefits:**
 - Salary Scale - \$77,737 to \$85,852
 - Health and wellness programs
 - Retirement savings plans
 - Regular team-building activities and social events
 - Opportunities for professional development

How to apply:

Please submit your cover letter and resume to:

Chloe Goodyear, Administrative Assistant

Email: recruit@envisionsaintjohn.com

Deadline to apply:

March 6, 2024, 5:00PM AST We thank all applicants for their interest, however, only those candidates being considered for an interview will be contacted.

Envision Saint John is committed to employment equity, fostering diversity within our community, and developing an inclusive workplace that reflects the richness of the broader community that we serve.