

Job Description

Assistant Project Manager

About Prairie Skies/ Background

Prairie Skies Integration Network brings together various participants from a broad range of regional, municipal, community, and support-network bodies and disciplines. We connect with the community and encourage participation of a variety of stakeholders in building welcoming communities as well as community-newcomer integration throughout Saskatchewan's South-Central Region (based in Moose Jaw).

To that end, the Assistant Project Manager (APM) is an invaluable resource for the region's community-newcomer integration. As part of Prairie Skies' Secretariat, the APM helps manage overall operations: coordinative, administrative, communicative, and other duties to support stakeholder involvement in the region's integration efforts. The APM is responsible for sharing in fulfillment of the organization's mandate.

The APM directly reports to Prairie Skies Integration Network's Project Manager (PM).

Key Objectives for the Role

- Supporting fulfillment of the organization's mandate
- Supporting stakeholder involvement in regional integration efforts
- Supporting the succession of the organization through shared orientation to the Network's knowledge and context

Primary Duties & Responsibilities

In consultation with the PM, as directed by the Partnership Council, and in collaboration with partner organizations—utilizing the Network's strategies, core suite of tools, various networking avenues, and other resources—the APM performs the following activities:

Strategy & Coordination

- Strategy
 - Participates in the development of the overall Network, Common Agenda, and Action Plans
- Coordinative & Collaborative Activities
 - Collaborates with community partners, stakeholders, and agencies to raise awareness of newcomer needs and address gaps in the host communities
 - Facilitates the coordination of the Network in its various aspects
- Partnership Support & Service
 - Provides support for stakeholders & community in general
 - Support recruitment of partners and members
 - Consistently delivers enthusiastic, partner-centered service

Administrative:

- Help develop and maintain updated and accurate records:
 - Prairie Skies' structural documentation
 - Partner/ member records and contacts (Collects, securely stores and safeguards member/ partner information as per FOIP approved systems)
- Administrative support for the Network and its bodies
 - Helps book/ confirm Prairie Skies' various meetings; manages venues and/or virtual platform support
 - General communicative activities: Phone, emails, etc.
 - Filing, photocopying and other general office duties
 - Document development
- Support administration of event activities (guest lists, food service arrangements, etc.)
- Properly document engagements, activities, event participant lists, etc.
- Reporting duties: Tracks activities and services using approved systems
- Complete and submit monthly and annual narrative and statistic reporting

Communication & Promotion

- Help manage Prairie Skies' communication and promotion activities
 - Help establish and implement Prairie Skies' Public Communications & Engagement Strategy
 - Help establish and implement Prairie Skies' internal communications framework
- Information management and distribution
 - Awareness of and continuous exploration of informational resources pertaining to integration
 - Helps manage information distribution system (email distribution lists)

Other related duties

- Participates in professional development when possible
- Provides feedback, shares information and best practices both internally and externally, etc.
- Enthusiastically supports Prairie Skies' integration efforts within the broader community
- Works flexible hours, as needed
- Other duties as outlined by the Project Manager in consultation with the Partnership Council

Qualifications

- Post-secondary degree in Human/Social Services, Community Development, Communications, Office Administration or an equivalent combination of education and experience will be considered
- Excellent client/ customer service skills; Represents Prairie Skies in a professional manner
- Understanding and sensitivity to issues affecting immigrant and refugee communities
- Experience working effectively with other service providers and community partners
- Amazing communication skills: written, verbal, and non-verbal
- Demonstrated cross cultural communication skills and knowledge of community resources
- Task prioritization/ planning skills, sound organizational skills and the ability to multi-task
- Meticulous attention to detail; ability to keep accurate records
- Ability to work as a member of a team but with minimal supervision
- Thrives in an open work environment with many interruptions

- Research/memory skill; ability to find, index, remember, reference reliable information
- Critical thinking, problem solving skills
- Competent use of numerous computer applications and platforms such as (but not limited to) MS Office Suite, MS Outlook, Dropbox, Google Calendar, Facebook, Mail Chimp, Doodle, Survey Monkey
- Values continuous learning
- Fluency in additional languages considered an asset
- Willing to work on evening/weekends and travel if needed

Work Conditions

- Full-time – 37.5 hours/wk.
- Regular work schedule Monday-Friday 8:00AM-4:30PM
 - Possibility for some evening and weekend work
 - Potential for some schedule flexibility
- Salary range: Base on current employment letter
- Potential for some travel in Moose Jaw and region