

Position Available

Project Manager with a heavy focus on relationship development

The Outdoor Council of Canada/Conseil canadien de plein air (OCC/CCPA) seeks a motivated individual residing in Alberta to work as a **Project Manager** for the *Elevating the Outdoor Industry's Workforce Resiliency in Alberta* project.

The position will begin **immediately** and will be for a 3-year term with a possible extension based on funding. The successful applicant will be required to work **35 hours** per week. At times, the workload may vary based on project priorities. There will be a three-month probation period.

People-related duties include:

1. Coordinate project activities with Tourism HR Canada, a primary project partner.
2. Identify and cultivate relationships with outdoor businesses, tourism associations, land managers, and other stakeholders.
3. Facilitating conversations with industry stakeholders aimed at enabling collaboration, alignment with project goals, and embracing the value provided by the project.
4. As required, act as a negotiator, ambassador, listener, helper, and educator, to ensure the outdoor industry's social acceptance of project goals. In this regard, the project manager will work to foster a shift in culture within the industry.
5. Maintaining clear and open communication with stakeholders.

Duties #2, 3, and 4 are most critical to the project's success and are the highest level of complexity.

Task-related duties include:

6. Organize virtual and in-person meetings and workshops.
7. Maintain documentation; including plans, presentations, reports, and other relevant records.
8. Develop project plans (objectives, deliverables, and timelines).
9. Create functional schedules and resource allocations.
10. Track expenses and ensure they remain within the allocated budget.
11. Monitor risks throughout the project lifecycle and implement contingency plans.
12. Use data analysis to identify interpersonal dynamics, organizational barriers, or resource constraints that hinder project aims and adapt accordingly.
13. Manage changes to project scope, schedule, or objectives.

The Project Manager will coordinate closely with the Executive Director of the Outdoor Council of Canada and be responsible for all the duties above.

Requirements:

- Excellent interpersonal and communication skills.
 - Mediate discussions to address skepticism and resistance, fostering alignment towards project objectives.
 - Navigate challenging conversations and overcome barriers to consensus, ensure buy-in from all stakeholders.
 - Present broad concepts in a concrete manner, highlight value added to stakeholders.
 - Listen to feedback from stakeholders to recognize trends that require adjustments to project goals to ensure the final product benefits the industry.
- Detail-oriented and well-organized.
- Ability to work independently and manage time effectively.
- Passion for the mission and goals of the Outdoor Council of Canada.
- Knowledge of the outdoor industry is a significant asset but not mandatory.
- Project management and stakeholder relationship certifications are an asset but not mandatory.
- Event planning experience or certifications are an asset but not mandatory.
- The project manager must be a resident of Alberta, or be willing to relocate.

Indigenous women and men, non-binary candidates, and peoples of diverse (other) expressions of gender will be given preference. s16(1) CHRA.

The salary offered is **\$60 000 a year**. We do not offer benefits.

About the Outdoor Council of Canada (www.outdoorcouncil.ca)

Our mission is to integrate outdoor activity into our national identity. For us, outdoors means “outside the door”, and not just adventures in the wilderness. In other words, our mission will be accomplished if going outside on a regular basis becomes second nature (pun intended) to 39.5 million Canadians.

We accomplish our mission in two ways. First, we are a certifying body providing accessible and affordable training for people to learn how to plan and deliver outdoor trips. Second, we are an industry association. We represent the interests of outdoor programs from coast to coast to coast and address systemic barriers hindering them from reaching their full potential. Outdoor programs often offer the first outdoor experiences to their participants, allowing them to make a personal connection to nature and develop the skills to go outside on their own.

Our motto is “partners in leadership,” and every project we have engages multiple partners for the benefit of those we serve: individuals and organizations that bring others outside.

This position is perfect for you if....

You love, love, love the idea of engaging with a fragmented group of individuals, organizations, and communities to create closer ties and improve coherence, all aiming to increase industry-wide resilience while honouring each stakeholder's uniqueness and needs. You think that the outdoor industry has much to offer to the country and to the province of Alberta. You are really excited about an Alberta-wide, industry-wide project that can help outdoor businesses thrive.

We won't sugarcoat it. A project like this has rarely been pursued in Canada. Of the rare times that similar projects have happened in the past, about 2/3 of them failed.

The outdoor industry is fragmented. Significant variation exists in how the workforce is trained, managed and how it behaves when bringing groups into nature. Concurrently, this variation is inherent to the nature of the professional practice. It is an important part of the industry's beauty and richness. The goal of this project is to implement a framework providing industry-wide reference points while ensuring that the end result maintains sufficient space for variation. If the idea of being the lead person for such a project excites you, then this is the right job for you.

You like the fact that you can control when and where you work. Initially, your schedule will be less flexible as we need to orient you to the organization and how you can meet your role. We will need you to join our weekly meeting throughout your time with us. Beyond that, your time is yours. You will work closely with the Executive Director to set realistic goals. How you achieve them is up to you.

In this role, you'll play a pivotal part in our function as an industry association. You will be responsible for the biggest project in that domain in the Outdoor Council of Canada's history.

If you possess a profound passion for the people in the outdoor industry and you are ready to make a meaningful contribution, this position is a perfect fit for you.

Please review the information on our website before sending your application:

<https://outdoorcouncil.ca/hiring-process/>.

Applications may be submitted to Franz Plangger at executive.director@outdoorcouncil.ca until **April 19th, 2024**. Please title the email: **Applying for Project Manager position**.

Outdoor Council of Canada/Conseil canadien de plein air.