

Position: Sustainable Housing Initiative Project Manager
Employer: Alberta Rural Development Network (ARDN)
Term: A one year position with possibility of extension

The Alberta Rural Development Network (ARDN) is a partnership of nine Alberta post-secondary institutions. The objective of the ARDN is to help rural communities grow and thrive.

Roles and Responsibilities:

The role of the Sustainable Housing Initiative Project Manager (SHI PM) is to manage a variety of rural-based affordable housing projects from start to finish. The SHI PM will:

- Actively seek out and engage rural communities with respect to the SHI
- Work with interested rural communities to:
 - inform them about affordable housing options
 - engage them in formal working relationships, including developing contracts, milestones and deliverables, and payment schedules
 - assist them with obtaining funding
 - assist them to attain affordable housing in their community
 - act on their behalf throughout the process
 - ensure delivery of milestones and deliverables and timely payments
- Coordinate and oversee ARDN contractors and staff and SHI related activities, including: affordable housing needs assessments, feasibility studies, community consultations, business plans, architectural requirements, design, construction, etc. to ensure timely and seamless service delivery

In addition, the SHI PM will:

- Seek additional project funding opportunities
- Attend weekly staff meetings
- Develop and implement project work plans
- Provide regular written and verbal progress updates to the executive director and other staff
- Maintain regular contact with clients, contractors, funders and other stakeholders
- Plan and participate in project awareness and promotion, including communications, traditional media and news releases, and social media
- Work with ARDN staff on other projects as needed

Qualifications:

The successful candidate will have a sophisticated understanding of affordable housing development options for rural Alberta, and a proven track record in construction project management. The ideal candidate should have demonstrated ability as a relationship builder. Knowledge of, or connection to, rural Alberta is an asset. The ideal individual for this position will be a highly organized team player with rural passion and a broad skill set.

Requirements:

- A diploma or degree in construction sciences or project management, or an equivalent combination of education and experience
- Demonstrated project management experience
- Understanding of the process to develop affordable housing, from the needs assessment through the construction phase, including long-term project management

- Excellent communication (oral and written) skills
- Excellent interpersonal, organizational and time management skills
- Demonstrated ability to work independently and in a team environment
- Computer proficiency
- Valid driver's license and personal vehicle
- Must demonstrate initiative and be willing to contribute ideas
- Ability and willingness to travel is essential

Please send a cover letter and resumé in confidence to:

Dee Ann Benard, Executive Director

Alberta Rural Development Network

Email: info@ardn.ca

www.ardn.ca

Closing date: May 24, 2016 or until a suitable candidate is found