



Professions
N O R T H * N O R D

Bridging Northern Ontario employers
and internationally trained professionals
Réunir les employeurs nord-ontariens et
les professionnels formés à l'étranger

Project Manager, Professions North/Nord

Position Type: Contract

Position Status: Full-time

Salary: \$67,000-\$72,000

Work Location: Sudbury, Ontario

Posted Date:

Application Deadline:

Professions North/Nord (PNN)

Professions North/Nord is a bilingual bridge training program of Laurentian University that assists internationally-trained professionals in Ontario in reaching their career goals by bridging the gap between education, experience, culture and employment.

Job Overview

Leads and manages PNN by setting objectives, planning and evaluating project activities, and aims for sustainability of PNN's operations. The Project Manager acts through a variety of staff, partners, and stakeholders.

Reporting to the Dean of the Faculty of Management of Laurentian University, the Project Manager supervises the staff at the PNN headquarters and those staff located throughout Northern Ontario and elsewhere. The duties below are performed through teamwork.

Responsibilities

- Manages all aspects of the development and implementation of funder approved projects.
- Provides a single point of contact for those projects.
- Takes projects from original concept through final implementation.
- Interfaces with all areas affected by the project including clients, employers, and collaborators.
- Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports.
- Fosters long-term goals and proposals for the sustainability of PNN.
- Conducts project meetings and is responsible for project tracking and analysis.



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- Establishes clear ownership for project tasks, ensures that team members have the tools needed and provides timely feedback.
- Coaches staff to ensure their productivity and work satisfaction.
- Ensures adherence to quality standards and reviews project deliverables.
- Manages the integration of vendor tasks and tracks and reviews vendor deliverables.
- Provides technical and analytical guidance to project team.
- Finds and removes project roadblocks, and keeps the team motivated and focused.

Qualifications

- University degree and minimum of five years of supervisory experience are required, preferably experience working in government funded projects and/or in not-for-profit sector
- Proven success in settlement and employment sectors
- Strong verbal and written communication and presentation skills are essential
- Excellent interpersonal and administrative skills, ability to prioritize and solve issues with a professional attitude
- Proficiency in the use of computer programs : Microsoft Excel, Word, PowerPoint , Outlook
- Knowledge of Northern Ontario labour market and business trends
- Knowledge of employment process and effective strategies to support internationally trained professionals
- Bilingualism (French and English) would be an asset

Key Accountabilities

Managerial and Supervisory Skills

- Develop plans and budgets, team building, coaching , supervising, staffing, project management, process improvement , tracking budget expenses and performance management
- Superior staff supervision skills in a team based environment, ability to lead and motivate team members in stressful environment
- Ability to identify problems and propose alternatives with a professional approach



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External Relations

- Creates, maintains and expands the PNN network of partners and collaborators
- Effective communication and common goals and methods are critical
- Works closely with the funder's Senior Program Advisor
- Chairs the Pan-Northern Steering Committee
- Fosters strong relations with the agency partners in North Bay, Sault Ste. Marie, Sudbury, Thunder Bay and Timmins
- Engages collaborators and other bridging programs in Ontario

How to apply

Please send a covering letter and resume, and the coordinates of three possible references to:

rlebrasseur@laurentian.ca

Attention: PNN Project Manager Posting

