

Managing procurement

- Managing procurement and implementation of contracts, reviewing deliverables and making recommendations to Executive Director

Supporting MTO Operations

- Managing logistics and required materials for meetings of the Board and Members
- Ensuring MTO is in compliance with WSCC requirements, preparing the annual WSCC report, and acting as WSCC “safety officer”,

Managing Funding Agreements

- Researching potential funding sources, developing application or proposal packages
- Drafting interim and final reports required under funding agreements and ensuring all reporting requirements are submitted

Communications

- Developing written and other forms of communications for distribution to the Board, the Members, partners and the public
- Managing and updating the MTO website

Knowledge, Skills and Abilities

This is a busy, challenging and engaging opportunity. As the ideal candidate, you are:

- **a highly professional and engaging individual** with excellent written and verbal communication skills, strong familiarity and comfort with Microsoft suite of programs
- **an organizer**, adept at multi-tasking, setting priorities, developing work schedules and monitoring progress, data, information and activities
- **a planner**, determining strategies, setting goals, creating and implementing action plans, and evaluating the process and results.
- **a problem solver**, assessing problem situations to identify causes, gathering and processing relevant information, generating possible solutions, and making recommendations to resolve the problem.
- **a strategic and creative thinker**, assessing options and actions based on trends and conditions, and developing new or unique approaches to delivery of training.
- **adaptable**, willing to be flexible, versatile and tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **a client-focused professional**, anticipating, understanding, and responding to the needs of the municipalities and municipal staff
- **a strong team player**, working cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organisational effectiveness and
- **knowledgeable** on issues facing northern and remote municipalities

Your application

Submit your resume clearly demonstrating how your work and other experiences align with the essential qualifications listed below.

- Diploma in Adult Education, Public Administration, Project Management, or a related discipline
- Certification in Project Management
- Experience with:
 - managing projects
 - Microsoft Suite and Teams
 - Project Management software
 - program and curriculum development and implementation
 - managing service contracts, understanding of procurement processes
 - organizing large events or delivery of training, etc. involving complex logistics and remote locations
 - researching, analyzing, writing promotional or marketing material and social media content
 - working collaboratively with clients, customers, partners or stakeholders

Candidates who have education, training, and/or experience equivalent to the essential qualifications listed above may be considered.