



POSITION DESCRIPTION

Title: Assistant Program Manager, Flood Program

Position Term:	Full-time (37.5 hours per week), November 18, 2024 - November 17, 2025, with a possibility for extension depending on funding availability
Salary Range:	\$71K-\$74K annually, plus a comprehensive benefits package
Application Deadline:	October 18, 2024 (5:00 pm PDT)
Estimated Starting Date:	November 18, 2024

The Fraser Basin Council Society (FBC) is a non-profit organization that advances sustainability in BC through facilitation, education and program management. We are seeking an Assistant Program Manager to support our Flood Program team. The position is based in our Vancouver office and delivered through a hybrid working arrangement (home and office); alternative arrangements may be considered if necessary.

Position Overview

The primary function of the position is to provide project management services in the implementation of a [Floodplain Mapping initiative in BC](#).

Required Job Functions and Duties

Under the supervision of the Program Manager, Flood Program, the Assistant Program Manager, Flood Program will have responsibilities that include the following:

Project management

- Manage and deliver multiple complex projects related to floodplain mapping. Responsibilities include:
 - Planning, administering and/or supporting Request for Proposals processes
 - Engaging or liaising with staff from all orders of government, including First Nation and local governments
 - Managing and liaising with contractors (e.g., engineering, engagement and other professional services)
 - Monitoring and reporting on project budgets, schedules, overall progress and deliverables to ensure projects are delivered on time and on budget

- Working with consultants to manage change and address issues that arise
- Reviewing and commenting on draft reports and other deliverables prepared by consultants and managing the review of deliverables by a Technical Committee
- Helping to ensure that project activities and deliverables adhere to established guidelines and requirements
- Providing timely reports internally and to funders
- Identifying project issues and risks and suggesting and implementing approaches to mitigate them
- Participating in weekly meetings with project funders, monthly progress meetings with consultants and a technical committee, and as-needed meetings to resolve issues that arise
- Developing, using and updating project management and tracking tools
- Documenting lessons learned and suggesting improvements upon current modes of operation

Preparation of documents and other content

- Contribute to the development of Flood Program guidance, change management documents, meeting notes, project management tools and other documents that may be shared with funders and/or consultants as needed
- Prepare and/or contribute to briefings, memos, emails, reports, presentation materials, website updates and other public-facing communications products, as needed

Outreach, engagement and liaison

- Liaise among government staff, contractors, funders, Technical Committee, other advisors and/or stakeholders and the FBC team
- Organize, support and facilitate advisory processes, committee meetings, workshops and other engagement, education and outreach activities as needed
- Provide logistics planning, technical support, facilitation and note-taking for in-person and virtual meetings and events as needed

Organizational support

- Participate in FBC staff meetings, committees, and training opportunities as appropriate
- Attend and/or support Board of Directors meetings, Board Committee meetings, and work planning
- Support and/or collaborate on other FBC initiatives as needed

General

- Maintain a current understanding of key issues and opportunities that are relevant to FBC's mandate, with a specific focus on those related to flooding in BC and Canada

Required Skills and Qualifications

- 4+ years of relevant experience in project management (including project planning, RFP processes, contract management, financial administration, liaison with consultants, and other activities listed under the Project Management description above)
- University degree in relevant fields, including but not limited to engineering, planning, public policy, geography, resource and environmental management fields
- Project Management Professional certification and/or related training (an asset)
- Demonstrated skills in managing complex projects, tasks, timelines, budgets and contractor liaison
- Experience in the planning and delivery of meetings, workshops and other engagement activities (online and in-person), including small group facilitation and use of engagement tools and platforms (including, but not limited to, Zoom and MS Teams)
- Ability to analyze, synthesize and summarize large volumes of complex information into briefing documents, meeting notes, emails, reports and presentations for a variety of audiences
- Ability to work towards resolution of differing or conflicting perspectives
- Excellent written and oral communication skills, including the ability to communicate with people in all orders of government as well as those in private sector consultant teams
- Ability to work independently and collaboratively with a team, take initiative, manage time and complete tasks efficiently under minimal supervision
- Excellent attention to detail in all aspects of work
- Excellent organizational skills, particularly in the management of multiple projects and priorities.
- Proficiency with MS Office Suite, project management tools, presentation tools, online collaboration tools, and file-sharing platforms, including SharePoint
- Knowledge and experience pertaining to river and coastal flood hazards and risk, hydrological analysis, hydraulic modelling and flood mapping, preferably in British Columbia (an asset)
- Skills, qualifications and experience in the following (assets):
 - flood-related engineering, planning and/or policy analysis
 - work with multiple jurisdictions, sectors and disciplines across British Columbia
 - experience with First Nations participation and engagement
 - work in GIS and managing/sharing datasets

Salary, Benefits & Work Environment

The salary range for this position is \$71-74K annually. FBC offers a comprehensive employee benefits package, which includes medical, dental and insurance coverage, an RRSP contribution matching program and professional development support.

Our organization is committed to creating a diverse and inclusive work environment and is proud to be an equal-opportunity employer. All qualified applicants will be given consideration regardless of race, ethnicity, gender, sexual orientation or disabilities.

Application Instructions

Please send your resume and a cover letter to careers@fraserbasin.ca.

Application deadline: **October 18, 2024 (5:00 pm PDT)**.

While we are grateful for your interest and all applications submitted, only short-listed candidates will be contacted.

About the Fraser Basin Council

The Fraser Basin Council (FBC) is a charitable non-profit society that brings people together to advance sustainability in British Columbia. Our vision is for *“social well-being supported by a vibrant economy and sustained by a healthy environment.”*

Strategic priorities of FBC are to build sustainable and resilient communities, take action on climate change, and support healthy watersheds and water resources. For the past 25 years, we have undertaken a wide range of collaborative, multi-sector initiatives. Our work includes programs on flood management, community wildfire planning, air quality improvement, energy efficiency, green transportation, watershed planning and youth climate action projects. For more information, please visit our [website](#).

We are grateful at the Fraser Basin Council to live and work on the unceded, ancestral territories of the Indigenous Peoples of British Columbia.