



POSITION DESCRIPTION

Position Title:	Program Manager, Flood Strategies (Vancouver office)
Position:	Full-time
Salary:	Commensurate with skills and experience

Are you looking to advance flood resilience and sustainability in BC's Lower Mainland and across the Province of BC? Join our dynamic environment on the leading edge of collaborative flood planning and governance. Reporting to the Senior Program Manager, this position provides program management services to support the development of a Lower Mainland Flood Management Strategy and provincial flood strategies.

Summary of Essential Job Functions

The key roles of the Program Manager include:

- **Project Management** – Manage multiple, complex projects, which may include the responsibility to:
 - Manage projects in support of provincial flood strategies
 - Manage an advisory process for a seismic program for Lower Mainland dikes and the development of professional practice guidelines
 - Manage contractors (e.g., engineering, planning and other professional services), and monitor and report on budgets, timeline and overall progress
 - Plan and administer Request for Qualifications and Request for Proposals processes
 - Support the development of a Lower Mainland Flood Management Strategy
- **Partner & Advisor Liaison** – Act as liaison among contractors, advisors, stakeholders and the FBC team, which may include the responsibility to:
 - Organize and support advisory processes including committee meetings, workshops and other advisory and partner engagement mechanisms
 - Provide logistics planning, technical support and notetaking
- **Technical Support and GIS** – Support substantive research on flood management and delivery of GIS and data management services (preferred but not required)

Relevant Skills, Qualifications and Experience

- 5-10 years experience with all aspects of project and contractor management, including RFP processes, contract management, financial administration, supervision of staff and liaison with consultants and stakeholders

- Demonstrated skills in managing multiple, complex projects, tasks, timelines and budgets
- Experience in the planning and delivery of meetings, workshops and other events
- Ability to summarize complex information into briefing documents, meeting/workshop notes, progress reports and presentations for non-technical audiences
- Excellent written and oral communication skills, including the ability to communicate with people from diverse jurisdictions, organizations and sectors
- Ability to work independently, take initiative, manage time and complete tasks efficiently
- Attention to detail in administrative and financial management
- University degree, preferably in engineering, planning, resource and environmental management or a similar field
- Knowledge and experience in the following (an asset):
 - flood hazards and flood management
 - working with multiple jurisdictions and disciplines across the Lower Mainland
 - working in GIS and managing / sharing datasets.

How to Apply

Submit your two-page maximum cover letter and CV by email by November 29, 2019 (5:00 pm) to:

Attn: Steve Litke, Senior Program Manager, Fraser Basin Council
E: slitke@fraserbasin.bc.ca
T: (604) 488-5358

Note: Email subject line to state “**Program Manager - Your Last Name**”

The Fraser Basin Council is an equal opportunity employer. Thanks to all who apply for this position. Only those short-listed will be contacted.

Background

The Fraser Basin Council is a not-for-profit, non-governmental organization with a mandate to advance sustainability throughout BC with a focus on the Fraser River Basin. The Council is currently facilitating a process to develop a Flood Management Strategy for the Lower Fraser Region. For more information visit www.fraserbasin.bc.ca and www.floodstrategy.ca.