

JOB POSTING

POSITION: SUSTAINABLE DEVELOPMENT PROJECT MANAGER

**One year contract with possibility of renewal – Full time
Equal access to employment**

The Northwest Regional Service Commission (NWRSC) is seeking a dynamic person to fill the Sustainable Development Project Manager position.

OVERVIEW OF THE POSITION

Under the supervision of the NWRSC's Territorial Analyst - Research and Sustainable Development, the Sustainable Development Project Manager will be responsible to undertake multiple projects touching various spheres of the environment and sustainable development such as climate change adaptation, greenhouse gas mitigation, conservation Initiatives and other related themes. This work will require close collaboration with other NWRSC employees as well as communities within our service area.

Tasks and responsibilities

- Research information relating to current projects.
- Synthesise Information through the creation of reports and presentations.
- Data analysis.
- Adhering to project budgets.
- Documenting work and methodology.
- Preparing project proposals to submit to potential funders.
- Networking, communicating, and maintaining positive relationships with our partners.
- Participating In training as needed.
- Additional tasks may be required based on projects.

Required skills and abilities

- A postsecondary education degree in Science (Biology, Environment, Forestry, or another related field)
- Bilingual - Fluency in both written and spoken English and French
- A passion for environmental Issues, sustainable development, and Innovation
- An Interest In learning and the development of new skills
- A strong work ethic and time management skills to complete multiple tasks and projects that follow different timelines.
- Strong Interpersonal skills and the capacity to work in both a small team and individually as required by different tasks.
- A good understanding of the Microsoft Office suite of software (Outlook, Word, Excel, PowerPoint) and video conferencing software
- A familiarity with geomatics tools and/or programming Is an asset.
- A valid driver's license and a vehicle
- A stable and fast Internet connection

Work conditions

- This position will be a hybrid position requiring a combination of working remotely as well as at the NWRSC's offices in Edmundston, NB.
- This job will require travel for meetings, training, workshops, etc. in the Northwest and occasionally elsewhere in New Brunswick.
- We offer a condensed work schedule of 32.5 hours over four days (Monday to Thursday).
- Salary based on training and experience (\$45,000 to \$60,000) with benefits (RRSP, health/dental insurance, clothing allowance, vacation and sick days) after probation period.
- A positive and Inclusive workplace culture
- Start date: as early as possible

About the NWRSC: The NWRSC is an organisation working primarily in the sectors of community planning, solid waste management, and economic and community development. The organisation also undertakes projects relating to the environment, transportation, climate change, emergency measures and geomatics.

Vision: A stronger regional voice, an Inclusive and active community, that answers to the needs of the region and its communities.

Mission: Together, building a prosperous, sustainable, and Inclusive region.

Application deadline: April 22nd, 2024, at 3:00pm

Address your cover letter and resume as well as any additional relevant information to:

Mr Adrian Prado
Territorial Analyst - Research and sustainable development

By email:

a.prado@csrno.ca

By mail:

Northwest Regional Service Commission
102-36 Court street
Edmundston, NB
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We would like to thank all candidates for their interest in this position. Only those selected for an interview will be contacted.