



National Indigenous
Fire Safety Council Project
Projet du conseil national
autochtone de la sécurité-incendie

Project Manager

Please apply by email to HR@indigenousfiresafety.ca

The Aboriginal Firefighters Association of Canada (AFAC) was founded in 1991 and is a united body of regional Indigenous emergency and fire service organizations across Canada whose mandate is to represent the interests of local associations at the national level. The National Indigenous Fire Safety Council (NIFSC) Project has been formed under the guidance of AFAC to specifically drive the implementation of standardized fire services, and promote national standards in fire prevention, education, and suppression within Indigenous communities across Canada.

Currently, the NIFSC Project is seeking to fill a contract position for a **Project Manager**. This role works closely with the NIFSC Project leads and reports directly to the Executive Director and the Director of Strategic Initiatives.

The following deliverables support the stand-up of the NIFSC Project as a functional entity, supporting fire and life safety for Indigenous peoples across Canada. Each deliverable has a pre-determined deadline over the 2021-2022 fiscal year as directed by our Comprehensive Funding Agreement (CFA) with Indigenous Services Canada.

Key Areas of Responsibility:

- > Coordinate with cross-discipline team members to ensure that all parties are on track with project requirements, deadlines, and schedules as they relate to the NIFSC Project.
- > Meet regularly with project team members to identify and resolve issues.
- > Review project deliverables to ensure that they adhere to quality standards.
- > Support the identification of subject matter expertise resource requirements and perform related recruitment or industry acquisition.
- > Perform ongoing human resource management including task assignments, quality reviews, project progress administration and risk management oversight.
- > Lead regular project team meetings and oversee internal communications.
- > Perform monthly progress reporting and project schedule updates including creating long- and short-term plans, including setting targets for milestones, adhering to deadlines, and allocating resources.
- > Support external collaboration with NIO's, TSG's, ISC and other relevant industry partners.
- > Perform ongoing project risk mitigation activities including the maintenance of a risk registry and related reporting.
- > Engage with the AFAC Board on policy options, principles, directions, and outcomes.
- > Manage the development of corporate policies (HR, Finance, IT, Board, Governance, Communications, Safety & Security) identify required resources, assign tasks and oversee deliverables to ensure on-time and on budget compliance.
- > Oversee change management and process mapping for policy compliance amongst NIFSC staff.
- > Participate in national and regional Indigenous organization assemblies and meetings to report on current organization trajectory and receive input.
- > Support the NIFSC funding agreement negotiations with Indigenous Services Canada including briefings, delivery assessments and supplemental information as required.
- > Provide weekly, monthly, quarterly and annual reporting as required.





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Required Experience and Knowledge:

- > Bachelor's degree in business, management or equivalent, master's degree preferred.
- > Proven leadership skills, with a minimum five (5) years' experience at a senior management role leading dynamic teams.
- > Demonstrated and proven experience building and developing new organizations from the ground up, specifically in a non-profit setting.
- > Knowledge of various governance and corporate organization models and an ability to make recommendations based on specific program needs.
- > Understanding of the Project Management Institute (PMI) framework
- > Knowledge of various project management methodologies (e.g., agile/scrum)
- > Cost and risk management skills
- > Excellent communication, interpersonal and negotiation skills

Additional Assets:

- > Knowledge of Indigenous culture
- > Of Indigenous heritage
- > Bilingual English / French

Contract Considerations:

- > Secondment arrangements may be considered.
- > Remuneration rates will be based on experience and expertise.
- > This is a one-year contract position. Contract extension may be possible by mutual agreement for an additional year.

Closing Date:

The Project Manager will be selected from qualified applicants. Posting will close on May 12, 2021 but may be extended if not filled. The anticipated start date is May 31, 2021.

How to Apply:

Please respond with any questions. Applications must include a resume and can be submitted by email to HR@indigenousfiresafety.ca

Interested candidates may be located anywhere in Canada. Some occasional overnight travel may be required. Qualified candidates are encouraged to provide a current resume and cover letter highlighting their experience as it relates to the role, specifically around building and developing new organizations.

AFAC is an equal opportunity organization and encourages Expression of Interests responses from any community.