



BC Association of Aboriginal Friendship Centres

Project Manager 3C Challenge Youth Entrepreneurship

Term Position / 35hr work week / Victoria BC based position
Position begins September 2018, ends March 31, 2021

Background

The BC Association of Aboriginal Friendship Centres (BCAAFC) is seeking a highly qualified individual to manage the 3C Challenge Aboriginal Youth Entrepreneurship Program. The Project Manager, Youth Entrepreneurship, is a member of the partnership team between University of Victoria Gustavson School of Business (UVIC GSB) and BCAAFC, reporting to the General Manager, BCAAFC. The Project Manager has the shared responsibility of assisting to meet all the goals and objectives of the project, in collaboration and with support of the partners.

The BC 3C Challenge is an innovation in experiential learning targeted for Indigenous youth ages 15-30, that requires teams to collaborate and balance the 3C values: (1) Community, (2) Culture and (3) Cash in new business ventures. The program aims to build skills and experience through training and an entrepreneurship competition for Indigenous youth. The 3C Challenge will be implemented in 50 locations through Friendship Centres in BC over 34 months, training 1000 youth.

This position specifically focuses on supporting the development and implementation of the 3C Challenge Program. The Project Manager is a highly organized and self-motivated individual, willing to travel, has a flexible work schedule, possesses great communication and team building skills, and a passion for working with Indigenous communities.

Key Duties and Responsibilities

Oversee the 3C Challenge 3 year program, including developing a workplan for each year and coordinating the implementation of the workplan, including but not limited to:

- Work collaboratively with BCAAFC, UVIC GSB and other partners to develop a detailed yearly work plan that includes project actions, timelines, and associated financial costs.
- Coordinate program partners, workshops, venture challenges, facilitators, participants, and a project workplan for each of the 50 3C Challenges
- Liaise and maintain a positive relationship with all stakeholders, including Friendship Centres, ASET holders, other community organizations, Community Futures, youth groups, Indigenous and Métis organizations to ensure the project receives regular referrals from partner organizations, is on schedule and quality deliverables are maintained
- Research partnership and mentor opportunities within each 3C Challenge community
- Coordinate the development and training of contractors providing facilitation services within the 3C Challenge
- Prepare and oversee reports, contracts, participant agreements, technical needs, coordinate schedules and deliverables to ensure meeting budget and timeline and partner needs
- Complete reports to funders and partners, and follows up
- Identify issues and challenges and develop strategies to improve the delivery of the 3C Challenge
- Mitigate any issues that may arise in relation to consulting teams meeting their contractual requirements

- Keep updated statistics on key issue such as uptake, participant profiles and completion rates, and use data to recommend improvements
- Ensure youth with interest and showing promise are supportively referred to next steps and levels for additional mentoring and training
- Coordinate activities of the Partnership Committee and ensure open communications between consulting teams and Partnership Committee
- Oversee: travel, logistics, accommodation, training and meeting space, catering and all other associated activity
- Prepare materials that require Partnership Committee review and feedback
- Manage budget including but not limited to:
 - Ensuring all parties adhere to allocated budgets
 - Monitoring and maintaining overall project financials and records as per the contractual obligations to the funder and partner expectations
 - Processing all project invoices and expenses in a timely manner
- Work with project funder to meet all contractual requirements, including submitting all required reporting and deliverables according to the contract timelines
- In partnership with BCAAFC and UVIC GSB, oversee website and/or social media development and implementation that enables real time uploading of contestant progress and results
- In partnership with the BCAAFC and UVIC GSB, develop evaluation indicators and develop an evaluation framework
- Travel as required to conduct responsibilities

Knowledge and Abilities

- Excellent and proven project management skills with the ability to work without supervision and within in a collaborative team setting
- High energy and enthusiasm with a determined, positive productive attitude
- Understanding of entrepreneurship and social innovation
- Knowledge and understanding of urban Indigenous communities and Friendship Centres and related service and government organizations including ASETS holders, social innovation and entrepreneurship supports and programs
- Significant experience working with Indigenous communities and urban Indigenous service organizations especially in the employment, training and education sectors
- Excellent communication and interpersonal skills, both verbal and written
- Excellent facilitation skills and ability to liaise with multiple stakeholders
- The ability to work under pressure within a fast paced changing and flexible environment
- Strong time management, decision making and problem solving skills
- Skilled in managing challenging situations and people
- Excellent financial management skills
- Demonstrated ability to manage an online presence including strong working knowledge of social media tools

Qualifications

- Bachelor's Degree in Commerce or related field, or minimum 5 years of experience working within multi-stakeholder, multi-year programming initiatives.
- Significant experience working with youth, Indigenous communities and urban Indigenous service organizations
- Excellent knowledge of Microsoft Office applications and social media applications
- Must be able to provide clear, current vulnerable sector criminal record check, must have driver's license and be willing to travel extensively throughout BC

What do we have to offer you?

In return for all you do, you will enjoy:

- A competitive compensation package
- \$50,000 per year
- Automatic enrollment in our Wellness Group membership: A fun group of people to hang out with once a month
- An understanding work environment

If you want to join our team send your resume and cover letter by August 31st, 2018 to:

Patricia Moore | General Manager
BC Association Aboriginal Friendship Centres
Email: pmoore@bcaafc.com

If EMAILING, please put "3C Project Manager" in the subject line.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry.
(ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED – INTERNAL APPLICANTS WILL RECEIVE PREFERENCE)