



Prince's Trust Canada
La Fondation du prince au Canada

President – HRH The Prince of Wales
Global Founding Patron – HH the Aga Khan

Président – SAR le prince de Galles
Mécène fondateur mondial – SA l'Aga Khan

JOB POSTING

Project Manager, Sustainability (Full-time – Vancouver-based)

The opportunity

Bring your talent, passion and experience to this role. Join a team in Canada and internationally, focused on creating a sustainable future. The **Project Manager, Sustainability** will support the development of youth employment programs in the sustainability sector (starting with forestry and green trades), Prince's Trust Canada's newest program area.

This role is a fit for you if ...

You have a strong understanding of sustainability and/or employment programs for young people facing barriers... can demonstrate exceptional initiative and planning, prioritizing, multi-tasking skills to complete tasks on time in an efficient and effective manner... have strong communication skills – interpersonal, written and verbal and are able to create effective partnerships with multiple stakeholders. You come with experience planning and implementing projects, including writing project plans, budgeting, critical paths and related resources. You are agile, flexible and entrepreneurial to be able to develop and seize opportunities.

If the above sounds like you, please read on...

The Organization

Prince's Trust Canada is a national charity which delivers programs with community-based organizations and corporate and academic institution partners in locations including Toronto, Vancouver, Calgary, Regina, Winnipeg, Ottawa, Quebec City, Halifax, and St John's.

Through innovative partnerships and guided by the United Nations Sustainable Development Goals, our mission is to empower young people and Veterans to build resilient, future-ready communities. Our programs help young people overcome barriers to employment and prepare for the changing world of work, provide entrepreneurship training and support for veterans, and through our new focus in sustainability, address climate change mitigation and adaptation. Our work is inspired by our Founder and President, His Royal Highness The Prince of Wales, and his vision for a more sustainable future.

Our ambition is to deliver more tangible impact through high-quality programs, working in collaboration with a growing network of supporters, partner organizations and volunteers across the country. The small but mighty staff team is committed and passionate about our new strategic plan and vision of a sustainable future for Canada, where young people and communities thrive.

The Position - Primary Responsibilities:

Sustainability Program Development:

- Build on current research and initial pilot program delivery to identify programming opportunities for Prince's Trust Canada at the intersection of employment for young people with barriers in the Greater Vancouver Area (GVA) and the urban forestry and green trades sectors.
- Develop program plans that build on PTC's youth employability and employment initiatives (WorkReady, Discover, Get Into and others) with recommendations for potential new high impact programs with the potential to scale
- Engage in review and scoping process to identify and select potential community organizations and employer partners, follow due diligence and confirm approval by PTC's risk management committee for potential collaborators
- Consult with local program advisors to solicit ongoing feedback, build networks and establish credibility in these sectors
- Incorporate feedback into program planning by developing, implementing and assessing proactive solutions
- Support ongoing engagement with a global advisory group to explore the potential for future international expansion
- Support the development of key Measurement and Evaluation indicators
- Support the collection of data, results tracking and reporting requirements as required for funders and collaborators
- Lead the execution of a program launch early in 2021 including in-person and virtual elements, supported by Communications team and GR firm

Program Delivery:

- Plan and deliver programming for young people with barriers in the urban forestry and green trades sectors, including with collaborators/partners
- Work with the confirmed tree planting partner to coordinate logistics of tree planting events and ensure relevant education programming is included
- Work with PTC's communications and fundraising leads to ensure media, promotional and donor stewardship elements are supported and delivered on the ground

Funder and stakeholder engagement:

- Support business development and stewarding efforts for employer engagement
- Steward donors according to agreed protocol, including contributions to fulfilment reports, tracking activity in the CRM

Team and organizational responsibilities:

- Support the internal Sustainability working group to plan and implement an organizational sustainability plan and statement including measuring and setting targets for reducing PTC's carbon footprint and educating and motivating the team to apply the sustainability lens to programming, communications, events and fundraising.
- Support the implementation of the organization's strategic plan
- Support the values of the organization.

Skills and attributes

- A confident self-starter with the ability to manage multiple projects and deadlines in a dynamic, entrepreneurial, team-based working environment
- Strong problem-solving skills with demonstrated creative, innovative and strategic thinking
- Motivated and inspiring team player excited about building something new
- Possess excellent partnership management and interpersonal, written and verbal communication skills
- Have an understanding of programming in support of young people facing barriers and/or programming in the sustainability sector
- Commitment to the values, mission and programs of Prince's Trust Canada
- Possess and maintain a clear vulnerable person sector check
- Must be eligible to work in Canada and be able to join a team that is working remotely until a time when in-person working and programming is possible.

Please submit your cover letter and resume in confidence to humanresources@princestrust.ca by Monday, November 23, 2020 by 5pm PST. Applications will be received on an ongoing basis until this time, therefore early submission is encouraged.

Prince's Trust Canada is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse communities that we serve. We encourage applications from women, BIPOC, LGBTQ2S+ and people with disabilities as we strive to build a more inclusive society.

If you will require accommodations at any stage of the selection process, please state the nature of the accommodations in your cover note.

Thank you for your interest in this position and Prince's Trust Canada.