



NEWFOUNDLAND & LABRADOR ORGANIZATION OF
WOMEN ENTREPRENEURS

Project Manager – St. John's

Founded in 1997, the Newfoundland and Labrador Organization of Women Entrepreneurs (NLOWE) has supported and encouraged female entrepreneurship for twenty-five years. Women entrepreneurs face unique challenges and opportunities; we provide the support needed to overcome challenges and take advantage of exciting opportunities. NLOWE's mandate is simple - offer programs and services that connect and support women within Newfoundland and Labrador to start, grow and advance their businesses.

Under the WES Ecosystem fund, NLOWE created an Atlantic Canadian Women in Growth Partnership (ACWGP). This Pan-Atlantic project (NLOWE, Centre for Women in Business in NS, PEI Business Women's Association, and the Women in Business Initiative in NB) will address gaps in the women's entrepreneurship ecosystem.

Based at the head office in St. John's, the successful candidate will report to the Director of Special Projects & Administration and manage a team of approximately 3-5 employees across Atlantic Canada. As a project manager, you will be responsible for the successful initiation, planning, design, execution, monitoring, controlling and closure of the project. As Covid restrictions adjust there will likely be travel within the province and Atlantic Canada. This project will conclude on March 31st, 2023. Applicants must be able to manage and meet deadlines for a variety of concurrent project activities.

Experience:

- Business Degree/Bachelor's degree in related field or equivalent and at least five years of relevant work experience.
- Proven experience in project management with ability to build solid effective working relationships with others and manage/lead teams of various sizes and in remote locations.
- Delivering training programs.
- Planning, time estimating, budgeting, monitoring and project reporting.
- Coordinating with cross discipline team to make sure that all parties are on track with project requirements, deadlines, and schedules.
- Coordinating the development and roll out of programs, training material and other documents.
- Proficient with Microsoft Office Suite and project management methodologies.
- Able to constructively work under stress and pressure when faced with high workloads and deadlines and manage risk and opportunities.
- Able to maintain and promote social, ethical, and organizational standards in conducting internal and external business activities.
- Project Management Professional (PMP) certificate is an asset but not required.
- Experience working with underrepresented groups in the entrepreneurial ecosystem.

Applications will be accepted until a suitable candidate has been selected. We thank all who apply; however, only those selected for an interview will be contacted

To Apply: **Please forward a resume and three references to:**

Barbie Drover, Director of Special Projects & Administration
Email: bdrover@nlowe.org