

## ***Project Management with LearnSphere***

LearnSphere is a federally incorporated non-profit organization that operates as a consortium of 50 organizations and institutions. LearnSphere provides comprehensive learning and development solutions to help individuals, businesses and organizations thrive. We are a one-stop shop providing clients in Atlantic Canada and beyond with a single-window that brings together "best-in-class" bilingual content, services and technology to meet diverse learning and development needs.

### ***Project Manager***

Project Managers at LearnSphere have the overall responsibility of planning and managing a number of projects to their successful conclusion. They are also responsible to assist in business development which deals primarily with project design and bid preparation. Project Managers need to have excellent management skills to shift between various projects and responsibilities. Project Managers report directly to the Director, Domestic Projects, and are supported by the Project Coordinators and the Office Administrator.

Responsibilities include:

- Managing at a strategic level all the projects under his/her supervision and ensuring desired results are achieved within their respective timelines and budgets;
- Supervising the work of project coordinators and other team members to motivate and influence them to put in the effort necessary to accomplish the given tasks successfully and efficiently;
- Developing and managing project budgets, including monthly forecasting;
- Developing and maintaining excellent relationships with stakeholders (suppliers, beneficiaries, partners etc.);
- Acting as a liaison between the client and the team members at a strategic level;
- Preparing project reports, both narrative and financial, on a regular basis;
- Managing contracts with funders;
- Attending client meetings and making presentations when required;
- Representing LearnSphere and its entire offering at various meetings, events, roundtables, panel discussions, etc. as required;
- Assisting with business development activities in support of the CEO and other staff.

Qualifications:

University or college graduate with a minimum of five (5) years experience in project management or a related field. The ideal candidate possesses strong organizational, interpersonal and communication skills and possesses strong writing skills. Must be able to multi-task and coordinate with the entire team and also with clients and stakeholders. Must have a good knowledge of Microsoft Office and be willing to learn and be part of a dynamic team. Knowledge and experience in content management systems and digital media management is considered an asset. Experience as a Project Manager in a training field is also considered a strong asset.

Key competencies and skills required:

- Information gathering and diagnostic skills
- Analytical thinking and problem solving skills
- Results oriented
- Attention to detail
- Ability to influence
- Interpersonal skills
- Communication skills
- Self Confidence
- Organizational skills
- Computer skills