



CENTRAL COAST REGIONAL DISTRICT

P.O. Box 186, Bella Coola, BC V0T 1C0
Phone (250) 799-5291 Fax (250) 799-5750 Email: info@ccrd-bc.ca

Project Manager Required

The CCRD is looking for a contract project manager to help organize and coordinate a number of grant-funded projects and training events. Prior project management skills preferred, good organizational and communication skills required.

The project manager will help develop a list of prioritised actions and dates for each project and then coordinate events individuals and organise venues and trainers.

You will be required to communicate regularly with the Community Economic Development Officer and support CCRD Administration in ensuring that projects are organised successfully and run on time and on budget.

Hourly remuneration will be dependent on demonstrated experience. The total potential remuneration for this project management support between the start date and end date of February 28th 2020 is: **\$6,000.**

This is a contract position, but there a large number of projects that the CCRD is currently administering including:

Grant	Funder
Love Northern BC	NDIT
FireSmart (1/2)	UBCM
FireSmart - community boards (2/2)	UBCM
Website / Marketing enhancement	Rural Dividend
Logo	Rural Dividend
Videography / marketing materials	Rural Dividend
Videography	NDIT
GIS Training	CWRG
Grant writer training	CWRG
Hospitality training	CWRG
Business training	CWRG / BCVLS
Housing needs assessment	UBCM
Housing planner	NDIT
Airport pole	Rural Dividend
Communications Connectivity	Rural Dividend
Bella Bella Active Communities	Vancouver Health Authority

Please email any questions to the email address below or call the CCRD office for more information.

Applications should be submitted to Matthew Wheelock:

cedo@ccrd-bc.ca

Application deadline: Tuesday September 17th, 2019 at 4:00 p.m.

Start Date: As soon as possible

End Date: February 28th, 2020.

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