



## **Project Officer Posting**

### **Organizational Description:**

The Supply Chain Canada (SCC) is the leading, and the largest, association in Canada for supply chain management professionals. With 8,000 members working across private and public sectors, SCC is the principal source of supply chain training, education and professional development in the country, and requires all members to adhere to a Code of Ethics. Through its 10 Provincial and Territorial Institutes, SCC grants the Supply Chain Management Professional (SCMP) designation, the highest achievement in the field and the mark of strategic leadership.

### **Position: Project Officer (contract position)**

A Missing Link: Supply Chain Talent is a 12-month project which allows SCC to partner with employers and employer associations on the development and adaptation of resources that will increase the attraction and retention of supply chain talent. SCC will work in partnership with stakeholders and its regionally diverse membership base to create an environment that promotes diversity and inclusion for Albertans wishing to work within and contribute to the supply chain sector.

The true value of this project lies in its benefit to everyone involved. Hiring managers and recruiters will have increased access to viable candidates through the Supply Chain Workforce Marketplace in a fraction of the time taken with multiple, manual searches. Agencies in the employer's staffing network proactively keep their candidates in front of every possible opportunity. Contingent workers, freelancers, consultants (flexible workers) with assignments coming to an end can increase their visibility to hiring managers for upcoming projects prior to their end dates.

### **Major Purpose**

Reporting to the Vice-President, Strategic Initiatives, the Project Officer contributes to the achievement of the strategic objectives of Missing Link: Supply Chain Talent Project. The Project Officer must have a strong presence among supply chain employers in Alberta. Their primary role would be to work in partnership with our employer advisory groups: Albertans recognized through both our Canadian Immigrants Impacting Supply Chain (2020) and Women in Supply Chain (2019) initiatives, alumni and employer representatives from the 10 Alberta accredited post-secondary

institutions. The responsibility for all consultations on resource enhancements and networking sessions would fall within their scope of work. The Project Officer will provide overall coordination and lead the delivery of selected components of this exciting new initiative.

### **Key Duties and Responsibilities**

- Responsible for the coordination and administration of the project, including establishing a strong and effective working relationship with employers, employer associations, regional champions, academic institutions, newcomer groups, etc.
- In close collaboration with the Project Manager, prepare a work plan and budget, as well as reports and consultation with partners on progress towards results.
- Lead the development and delivery of specific components of the project, including adapting and designing capacity development support packages and mobilizing specific technical expertise.
- Support in the identification and the development of tools to support the promotion of under-represented groups.
- Designs and facilitates workshops for employers and other stakeholders engaged in the project.
- Liaises with the marketing team to organize national-level information-sharing activities such as webinars and events to share the project's learning.
- Liaises with the marketing team to establish content for website, brochures, e-bulletins, surveys, graphic design and translation needs for program deliverables and outreach.
- May be asked to undertake additional activities assigned such as participating in working groups and designing workshops/consultations and/or other activities at events.
- Participates as required in cross-functional team project work.

### **Knowledge and Experience**

Project Officer will be a self-starter and be able to work with minimal supervision.

- Minimum of 5 years of progressively responsible experience in project management, results-based management and monitoring & evaluation.
- Strong analysis skills, including the ability to engage in multi-disciplinary teams, lead meetings and make formal presentations to different audiences.



- Excellent interpersonal and collaboration skills with a focus on working across internal teams and with external stakeholders.
- Excellent level of diplomacy, judgment, problem solving and decision-making skills required.

### Language

- English – excellent oral and written communication skills.

### Other

- Travel to facilitate province-wide engagement of employers, regional champions and other stakeholders may be required (when safe to do so).

### Working at SCC

- SCC operates a virtual office. This position allows for the flexibility of working from home with regular team meetings in Toronto.
- **IMPORTANT NOTE: Due to the COVID-19 pandemic, FCM is currently under a temporary work from home protocol until further notice. The successful candidate must have the ability to work from home during this period.**

### How to apply:

Please send your resume and cover letter as a single document to [hr@supplychaincanada.com](mailto:hr@supplychaincanada.com) with the subject line “Project Officer”.

We thank all applicants for their interest in working with SCC; however only those candidates selected for an interview will be contacted.

**Supply Chain Management Association is committed to diversity in the workplace and is an Equal Opportunity Employer.**