

Fleming College Project Manager, Funded Projects

Type of Position	Administrator	Job ID	2330
Department	eCampus Virtual Reality	Full/Part Time	Full Time
Campus	Sutherland	Regular/Temporary	Temporary
Location	Peterborough, Ontario	Hours per Week	37.5
Date Posted	2021-04-30		PB 9
Date Closed	2021-05-13	Salary Range	\$66,228.00 to \$83,031.00 Annually

What Are We About?

Fleming is located in the heart of the Kawartha Lakes Region in Central Ontario...a beautiful place to live and work, surrounded by natural beauty and a mere 90 minutes north-east of Toronto. The College's 6,800 full-time and 10,000 part-time students, including hundreds of international students from countries around the world, attend at campus locations in Peterborough, Lindsay, Haliburton and Cobourg. Fleming offers more than 100 full-time programs in Environmental and Natural Resource Sciences, Fine Arts, General Arts and Science, Technology, Skilled Trades, Community Development, Health, Business, and Justice as well as other Continuing Education courses.

We are also extremely proud of our more than 73,000 Fleming alumni who are contributing to their communities in the region, across the province and around the world.

What This Position is About:

The position will be accountable for planning, developing, marketing, implementation, administration and support operations of the assigned funded project(s) within the Continuing Education and Contract Training Department. The position is responsible for liaising with industry partners, subject matter experts and project stakeholders to promote, plan and coordinate the delivery of industry-related training, contract training, and customized offerings that align with the various project outcomes and deliverables. The incumbent will be responsible for planning the project from initiation, developing a project plan (including activities, financials and timelines), leading project activities, meeting project targets and deliverables, and preparing reports.

This is a temporary full-time position for 11 months. The incumbent will be working remotely with occasional travel within the Greater Toronto Area.

For More Information

For a complete job description, please refer to our Careers Webpage

What We Are Looking For:

A three-year diploma or degree in a related field such as Management or Business.

- Project Management Professional (PMP) designation
- Expert knowledge of adult education, curriculum design, sound business and financial practices, business development, planning and marketing is required.

Three years of directly related experience, including:

- Skilled in all aspects of project management.
- Experience supervising staff.
- Demonstrated experience/skills in performance management, mediation/conflict resolution, coaching/mentoring, business development and planning.
- Superior analytical and problem-solving skills required to identify alternatives and resolve complex problems.
- Demonstrated ability to work with individuals at all levels of an organization.
- Experience in strategic partnership development, national and international.
- Experience in business development including the negotiation of contracts or training.
- Demonstrated ability to navigate internally and engage in creative problem solving to address barriers.
- Experience developing proposals for funding and contracts/agreements for training.
- Experience in writing proposals in response to RFPs.
- Experience in entrepreneurial ventures, with a focus on quality, ethical, customer service orientation.
- Teaching experience is an asset.
- Ability to work within tight timelines and adapt to shifting priorities.
- Access to a vehicle for travel within GTA.

How to Apply

Please apply by visiting our website: <http://www.FlemingCollege.ca/Careers>.

Equity, Diversity & Inclusion

Fleming College is committed to building diverse, equitable, inclusive, and accessible learning and working environments. We welcome those who would contribute to the further diversification of our Staff, our Faculty and our Administration including, but not limited to, women, racialized persons, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity to apply.

We believe in and promote the rights of all persons with disabilities and commit to ensuring accommodations available throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform our Human Resources staff of the nature of any accommodation(s) that you may require to ensure your equal participation. To obtain a copy of this document in another format please e-mail HR@flemingcollege.ca.