



The Brandon Neighbourhood Renewal Corporation (BNRC) is looking for a skilled Project Coordinator to join our team for a 1-year contract in the capacity of:

BEEP Operations Director

The BNRC promotes a vibrant, healthy, sustainable community neighbourhood of empowered stakeholders, successful community projects and partnering organizations.

Position Summary:

Reporting to the Executive Director, the BEEP Operations Director is responsible for administering the BEEP Program with the goal of providing a construction-training program to individuals who have previously experienced barriers to employment.

Accountabilities include:

1. Financial planning and reporting for BEEP Program
2. Supervise program staff and provide HR support for program participant
3. Project development and client relations for BEEP Program

MINIMUM QUALIFICATIONS

Training and Education:

- Post-secondary education in business management or related field; and
- At least 2 years' experience in project management and administration; and
- Experience with human resource management and supervision.
- Or equivalent combination of education, training, and experience

Skills and Abilities

- Strong organizational skills and ability to prioritize workload to meet competing demands
- Strong HR and interpersonal skills
- Strong writing and oral communications skills
- Ability to work independently

Salary and term:

\$55,000 annually for 37.5 hours/week for up to 15 months.

Closing Date: June 25th, 2018

Anticipated Start Date: July 16th, 2018

APPLY TO:

E Mail: c.gasparini@brandon.ca

Mail To: BNRC, 410-9th Street (City Hall - Main Floor) Brandon, MB R7A 6A2

For more Information call BNRC at (204) 729-2495 or visit our web at site www.bnrc.ca

Please ensure your cover letter and resume clearly **indicates how you meet the qualifications.**

We thank all who apply and advise that only those selected for further consideration will be contacted.