



YEG Ambassador Project Manager Job Posting

REACH Edmonton

What's the opportunity?

REACH Edmonton is looking to fill one YEG Ambassador Project Manager position.

To apply, please email your resume and cover letter to the attention of:
peopleandculture@reachedmonton.ca

Commitment to Equity

REACH Edmonton is committed to equity, diversity, inclusion and belonging; and strives to be an organization that reflects the rich diversity of our community. At REACH Edmonton, diversity means understanding, recognizing, and valuing the differences that make each person unique. We are committed to removing barriers faced by underrepresented groups.

REACH Edmonton and the YEG Ambassador Program acknowledges the work it does is in Treaty 6 Territory. Together we acknowledge all the many First Nations, Metis, and Inuit whose footsteps have marked these lands for centuries.

Statement of Preference

All interested parties are encouraged to apply.

We believe our work is stronger when it benefits from the experience, knowledge and wisdom of people who have faced systemic barriers. People with disabilities, women, Indigenous peoples, members of racialized groups and members of other historically marginalized communities are encouraged to apply.

We also consider qualified applicants with criminal histories, consistent with applicable federal, provincial, and local laws.

If you would like to be considered for employment equity, please indicate this on your cover letter by including the statement "I would like to be considered for employment equity." No further elaboration is necessary, but you are free to add more information if you would like.

Job Summary

Reports to: REACH Director, Community Initiatives

Accountable to: YEG Ambassador Steering Committee

Direct Reports to this position: YEG Ambassadors

A Bit About Us



REACH is Edmonton's council for safe communities. We are an organization that strives for collaborative and collective community impact. The YEG Ambassador Project Manager is a member of the YEG Ambassador Program, which is a partnership between Alberta Avenue Business Association, City of Edmonton, Crossroads Business Improvement Area, Edmonton Chinatown Business Improvement Area, North Edge Business Association, REACH Edmonton Council, and Stony Plain Road Business Association. The YEG Ambassadors support the efforts of the five partner Business Improvement Areas (BIAs) to:

- Promote economic vitality
- Support thriving communities
- Create safe and inclusive spaces

A Bit About You

The YEG Ambassador Project Manager is someone with a passion for making the business improvement areas (BIAs) in their community a better place to live, work, and visit. They have an appreciation for small businesses and are empathetic to the complex challenges small businesses face. They are committed to overseeing and being part of a team who engages with BIAs and strengthens economic development through research and engagement. The Project Manager ensures quality, on-time, delivery of reports, applications, and budgets. They work to foster and maintain collaborative relationships with a diverse array of project partners and stakeholders. They collaboratively design and implement innovative project solutions that align with and support the achievement of the YEG Ambassador strategic plan and annual business plans.

YEG Ambassador Project Manager Requirement

- Ability to prioritize and work flexibly in a high-pressure, multitasking environment and as part of a dynamic, collaborative team
- 5 + years of progressively responsible and related experience in areas of community development, social work, small business management, justice, health, family services, immigration, refugees, etc. or Bachelor's or Master's Degree in Arts, Social Work, Business, Economics, Community Development, Public/Community Relations, Education, Recreation Administration, etc. or relevant experience in the private sector. Other forms of experience will be considered
- Strong project management skills, Project Management Professional (PMP) certification is an asset
- Thrive on challenge of building transformational relationships in a fast-paced environment
- Experience working with stakeholders and various communities
- Knowledge of BIAs and small businesses
- Understanding economic development as it pertains to enhancing businesses
- Establish, maintain, and improve data collection and management systems
- Evaluation and analysis to identify opportunities, understand root causes, and prioritize solutions
- Creative, flexible, and critical thinker
- Effective communication, messaging, and presentations skills, including facilitation and focus groups
- Strong administrative experience including strategic planning, report writing, grant applications, etc.



- Strong financial knowledge and experience including preparing and managing budgets and grants, and financial monitoring and reporting
- Ability to be flexible to the needs of the areas and partners which may include some evening and weekend work
- Significant on-street working, walking in all weather conditions

Selection Process

Shortlisted applicants will be interviewed by a panel of REACH staff and YEG Ambassador partners.

Salary range: \$70,000 - \$79,000

Salary will be based on experience and qualifications

A comprehensive benefits package will be provided.

Start Date: Mid-September 2024

To Apply: Please email your resume and cover letter to the attention of peopleandculture@reachedmonton.ca. Applications close 11:59pm, August 5, 2024

We thank you for your interest in REACH Edmonton and appreciate the effort required to apply for this position. Applicants will be contacted by August 13, 2024, if they are selected for an interview. **Please note that only shortlisted candidates will be contacted.**