



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/07

## Project Manager, NCIME

<b>Job ID</b>	<b>6C-5D-BB-B6-B2-56</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=6C-5D-BB-B6-B2-56">https://careers.indigenous.link/viewjob?jobname=6C-5D-BB-B6-B2-56</a>
<b>Company</b>	Association Of Faculties Of Medicine Of Canada
<b>Location</b>	Open To Anywhere In Canada; Head Office Located In Ottawa, ON, Across Canada
<b>Date Posted</b>	From: 2021-03-03 To: 2021-04-02
<b>Job</b>	Type: Full-time Category: Education
<b>Job Start Date</b>	ASAP
<b>Languages</b>	English Essential; Fluency In An Indigenous Language And/or In French Is A Strong Asset

### Description

#### Job Summary:

The Association of Faculties of Medicine of Canada is the secretariat and a partner of the National Consortium for Indigenous Medical Education (NCIME) alongside the Indigenous Physicians Association of Canada, the College of Family Physicians of Canada, the Medical Council of Canada and the Royal College of Physicians and Surgeons of Canada.

The NCIME is overseen by a Governing Council and directed by an Executive Committee comprised of Indigenous Physicians and leaders from each of the participating partner organizations. Reporting to the Executive Director, the Project Manager will provide day to day management of a new, three-year project to implement Indigenous-led solutions in health care education and service delivery.

#### Responsibilities:

- â€¢ Engage stakeholders to build collaborations/partnerships to enhance the success and impact of the project;
- â€¢ Plan for sustainability of project outputs for long-term success;
- â€¢ Communicate and report project updates to stakeholders, collaborators, and consultants;
- â€¢ Execute project activities across multiple partner and stakeholder groups;
- â€¢ Create and monitor project plans, proposals and activity reports;
- â€¢ Create and manage project budgets and reports as required;
- â€¢ Support Project consultants and Project team members in achieving their work;
- â€¢ Prepare documents, agendas, articles, presentations, strategic and communication plans as required;
- â€¢ Prepare project evaluation strategies and manage evaluation activities;
- â€¢ Respond to project related inquiries;
- â€¢ Develop Requests for Proposals and contracts for contracted services such as, environmental scans, literature searches, assessment and evaluation, etc. and manage all contracted services;
- â€¢ Plan and coordinate meetings for project committees/groups;
- â€¢ Ensure project and budget outcomes meet the expectations outlined in project plans and funding agreements;
- â€¢ Mentor, coach and set performance targets for direct reports to achieve and exceed objectives;
- â€¢ Develop direct reports by providing opportunities to develop their skills by taking on new challenges and responsibilities; and
- â€¢ Other duties as assigned.

#### Direct Reports:

- â€¢ Project Assistant
- â€¢ Research Assistant

#### Desired Qualifications and Experience:

- â€¢ Demonstrated knowledge of Indigenous health in Canada which includes understanding impacts of colonization, racism, social determinants, legislation and policies on the health of Indigenous peoples;
- â€¢ Experience working with Indigenous communities, organizations and individuals;
- â€¢ 5+ years relevant project management experience;
- â€¢ Post-secondary education in related discipline or equivalent combination of education and experience;
- â€¢ Valid PMP certification an asset;
- â€¢ Proven ability to manage multiple activities and ensure outcomes are within timelines, budget and scope;
- â€¢ Strong written and verbal communication skills with the ability to communicate with and influence stakeholders;
- â€¢ Strong sense of Indigenous rights, justice, equity and accountability;
- â€¢ Ability to establish and maintain strong working relationships in a team setting and build collaborative cross-functional relationships;
- â€¢ Strong interpersonal skills, including an ability to develop and maintain relationships with internal and external stakeholders;
- â€¢ Flexible and capable of multi-tasking with several competing requests and changing priorities;
- â€¢ Highly motivated, positive attitude and the ability to work independently;
- â€¢ Keen attention to detail, strong organization and time management skills and ability to learn quickly;
- â€¢ Ability to resolve routine questions and problems and know when to refer more complex issues to Executive Director;
- â€¢ Fluency in an Indigenous language and/or in French is a strong asset; and
- â€¢ Willing to travel occasionally, work flexible hours or overtime to meet project deadlines.

#### Physical Demands:

While performing the duties of this job, the employee is regularly required to:

• Sit, stand and occasionally required to walk or move around a physical or remote office environment;

• May be asked to lift and move up to 15lbs.

**Work Environment:**

The work environment described is a representation of those an employee encounters while performing the essential functions of this role.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Application Process:**

Preference will be given to self-identified Indigenous applicants with demonstrated connections and commitment to advancing Indigenous health or Indigenous medical education. Non-Indigenous applicants who possess the requisite experience and skills and have a minimum of 10 years' experience working in Indigenous health or Indigenous medical education are also encouraged to apply.

AFMC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**How to Apply**

[Click Apply Now!](#)

Applications will be accepted until March 7, 2021. We thank all applicants for their interest. However, only those selected for further consideration will be contacted.