



# 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.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Program Coordinator

<b>Job ID</b>	<b>E8-F8-AC-2F-C8-A4</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=E8-F8-AC-2F-C8-A4">https://careers.indigenous.link/viewjob?jobname=E8-F8-AC-2F-C8-A4</a>	
<b>Company</b>	Atomic Energy Of Canada Ltd.	
<b>Location</b>	Chalk River, Ontario	
<b>Date Posted</b>	From: 2023-02-01	To: 2023-07-31
<b>Job</b>	Type: Fixed-term	Category: Miscellaneous
<b>Languages</b>	English - Bilingualism Is An Asset	

### Description

Canada's leader in nuclear science and technology, Atomic Energy of Canada Limited (AECL), is searching for a Program Coordinator to join a dynamic and highly motivated management team. AECL is a federal Crown corporation that delivers innovative solutions to address urgent challenges posed by climate change, health care, environmental remediation, and security.

AECL is looking for an analytical thinker, who has excellent problem solving, planning and organizational skills to help achieve organizational goals. Reporting to the Manager, Contracts and Business Strategy, the Program Coordinator will support the AECL oversight of Program Management and Project Controls, including supporting the Risk Management Process, in particular, AECL's Corporate Risk Register and Report. In addition, the position will provide administrative support to the Executive Team as required.

The position will be for a three-year term and be based out of AECL's Ottawa or Chalk River, Ontario office locations. Occasional travel may be required from time to time to meet business objectives.

#### Essential Responsibilities:

- Provide project management coordination and support on various scopes of work related to external contracts
- Coordinate, verify, analyze and prepare regular reporting (including tracking/compiling metrics/data), drafts routine correspondence, prepares agendas, presentations, charts and graphs in the appropriate corporate format and in a timely manner to produce internal and external reports;
- Coordinate and provide input into the development of select criteria and milestones in relation to internal performance management process and systems and the evaluation of the Contractor's performance related to such measures;
- Coordinate various internal programs and processes, including compiling and collecting evidence, data analysis and reporting.;
- Communicate directly with CNL on milestones and criteria related to annual scopes of work and attend project management related meetings to track and monitor progress;
- Provide mission management support by:
  - o Supporting onsite and offsite oversight activities;
  - o Reviewing and analyzing baseline arrangements against constraints of affordability within the current funding period and project lifetime;
  - o reviewing and analyzing the Performance Management Baseline(s) and Cost Estimates
  - o Carrying out analysis of EVMS data and related reports to support performance assessments;
  - o Supporting the continuous assessment of CNL Risk Registers and aggregate into the AECL mission Risk Register to ensure our oversight remains focused and risk based; and,
  - o Prepare Notes to File for completed performance milestones
- Coordinate the production and maintenance of the risk register for Executive review and support the quarterly updates to the Audit Committee;
- Provide guidance and support to the Health & Safety Committee, deliver briefings to management and staff in support of the organization's Occupational Health and Safety program including developing, preparing and presenting safety training topics as required.
- Coordinate and deliver key Corporate Health and Safety deliverables within designated timeframes (eg. EOHOR report)
- Review, prepare and coordinate emergency preparedness activities including maintaining and updating required documentation and participating in tabletop activities;
- Other related duties, as required.

#### Required Skills, Experience and Qualifications:

- Successful completion of a post-secondary diploma with 2-5 years of related project management work experience.
- Project Management designation would be an asset.
- Knowledge of project management principles and processes and ability to understand and apply this knowledge;
- Knowledge of business systems, including databases, oversight tools and project management software;
- Knowledge of federal legislation related to Health & Safety, in order to interpret and apply external regulations;
- Analytical thinking skills, problem solving and attention to detail required;
- Ability to plan, organize and coordinate activities to achieve organizational goals;
- Demonstrated ability to use Excel and spreadsheets and other Microsoft office products (e.g. Word, PowerPoint);
- Excellent written and oral skills to effectively communicate on various project and program management matters;
- Highly developed interpersonal skills with the ability to deal with various internal and external stakeholders;
- Experience working in a nuclear-related environment is an asset.

Please note the selected candidate must successfully meet Government of Canada security clearance requirements.

#### About AECL:

As a federal Crown corporation, Atomic Energy of Canada Limited (AECL) has a mandate to enable nuclear science and technology and manage the Government of Canada's radioactive waste liabilities. Since 2015, AECL has been delivering its mandate through a Government-owned,

Contractor-operated (GoCo) business model, whereby a private-sector organization, Canadian Nuclear Laboratories (CNL), is responsible for managing and operating AECL's sites on its behalf, pursuant to long term agreements. AECL's objectives under the GoCo model include accelerating Environmental Remediation Management, managing the Federal Nuclear Science and Technology Work Plan in support of government priorities and needs, and building a world-class nuclear laboratory that fulfils government priorities and grows commercial revenues, while reducing or containing costs and risks to Canada.

[www.aecl.ca](http://www.aecl.ca)

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@atomicenergycanada

#### **How to Apply**

Click "Apply Now"

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

AECL is an equal opportunity employer, dedicated to promoting a culturally diverse workplace. Preference may be given to members of a designated group (i.e., a woman, an Indigenous person, a person with a disability or a visible minority) to address identified under-representation, if applicable. We encourage candidates to self-identify.

Preference may be given to individuals who are bilingual.