



Petroleum
Human Resources
Council of Canada

Conseil canadien des
ressources humaines
de l'industrie du pétrole

PROJECT COORDINATOR (FULL TIME, TERM POSITION)
PETROLEUM HUMAN RESOURCES COUNCIL OF CANADA (PETROLEUM HR COUNCIL)
CALGARY, ALBERTA

The Petroleum Human Resources Council of Canada (Petroleum HR Council) is a national, collaborative forum that addresses human resources issues within the upstream petroleum industry. We are looking for a full-time **Project Coordinator** for our Increasing the Talent Products and Services project.

This is an exciting project that takes an existing online HR toolkit and looks at the opportunities for further delivery of products and services including workshops. This project also looks at what internal organizational change and preparation is required by the Council in order to deliver these products and services.

This is a developmental position supported by the Project Manager and reports to the Senior Director, Operations and Programs. This position is a good opportunity for individuals with an interest and/or experience in marketing and the development of business service lines. This position is managed as an employee of the Petroleum Human Resources Council of Canada through a limited term employment contract and is eligible for benefits.

DUTIES

- Assist in the development and management of project plan.
- Create, organize and maintain project binders and documents (these project files contain work plans, reports, forecasts, protocols, data files, etc.), both in soft and hard copies, to ensure good project management practices.
- Assist in the selection and management of consultants, steering committee members and pilot sites as well as in the monitoring of contracts, project milestones, budget, stakeholder participation, and schedules.
- Assist in creating, managing, and completing project deliverables with stakeholder input.
- Provide internal and external communications support including preparation of emails, letters and presentations, utilizing document standards as appropriate.
- Work with the Petroleum HR Council's Marketing and Communications Department to update the promotional materials relating to industry and career information/awareness.
- Coordinate and arrange meetings (i.e. Steering Committee, pilot site, consultant, and project team meetings), for the following areas: logistics, travel, catering, equipment, meeting invitations, notifications, handouts, agendas, and minutes.
- Participate in bi-weekly update meetings.
- Assist in the tracking of the payment of all invoices pertaining to project activities and that they meet expenditure guidelines established by Human Resources and Social Development Canada (HRSDC) and/or Treasury Board. Ensure payments are made to service providers within agreed upon timelines.
- Assist in cash flow management for the project.
- Manage the inventory of office, meeting, and promotional supplies for project while maintaining a low cost budget mindset.
- Work with the Administrative Assistant for stationary orders and courier requirements for projects.
- Respond to routine inquiries regarding the project.
- Assist with researching of in-demand labour market jobs and information, downsizing companies and declining sectors.
- Assist with the presenting of project research findings, and responds to requests for information from colleagues, stakeholders and the external community.
- Work with various committees, task forces, working groups, associations and industry stakeholders to build and expand the Council's support for the Petroleum Industry LMI project

- Assist to ensure communication tools, such as publications and articles with statistical information, are accurate, relevant and current
- Promote the industry and its careers opportunities to HR personnel, labour adjustment committees and unions who have direct contact with downsized- or employment-threatened workers. This may be done through phone calls, emails and/or onsite visits as appropriate.

There is a potential requirement to assist the Senior Director, Programs and Operations develop and execute deliverables relating to the implementation of Petroleum HR Council strategies.

RELATIONSHIPS AND COMMUNICATIONS

There is a high level of contact with the industry and stakeholder committees, consultants, and Human Resources & Social Development Canada (HRSDC) analysts.

REQUIREMENTS

- Relevant post-secondary education, preferably a business degree or comparable work experience. Experience or an understanding of projects, the petroleum industry, and sector councils is preferred.
- Excellent oral and written communication skills; bilingualism (English and French) an asset.
- High proficiency with Microsoft Office products – Word, Excel, PowerPoint, Outlook, and Project.
- Experience with web based survey and/or e-Marketing tools.
- Experience with survey design and marketing as well as collecting and analyzing survey responses.
- High energy, flexibility and ability to take initiative and work independently.
- Strong analytical and problem-solving skills.
- Good research, organizational, and writing skills.
- Proven relationship and team building skills with a service-orientation.
- Ability to take direction and input from a number of different sources both internal and external to the Council.
- Interest in a smaller office environment – ample learning opportunities and broad responsibilities.

All interested applicants should visit the Council website at www.petrohrsc.ca and familiarize themselves with Council work and projects.

REFERENCES

Please provide two references that are able to communicate demonstrated competencies relevant to the above listed skills and aptitudes.

APPLICATION DEADLINE

Applications are due by **4:00pm (MST) Monday, July 19, 2010** and should be emailed to info@petrohrsc.ca.

THE PETROLEUM HR COUNCIL'S COMMITMENT TO ITS EMPLOYEES IS TO PROVIDE:

- An opportunity to have an impact in creating a valued change within a national industry.
- An opportunity to have accountability for the organization's performance and achievement of results.
- An opportunity to learn and develop new skills through a variety of work within a dynamic work environment.
- An opportunity to work with a team of dedicated, high-performing co-workers.

