

# Senior Project Manager



Fort St. John, BC

## About Us and Why We're Hiring

We're Blackbird, a group of professionals based in Fort St. John, providing some of the best biology and agrology advice in Treaty 8 territory in northeastern BC. We love working on projects that make a difference, and we don't shy away from tricky challenges. Google us, visit our website at [blackbird.ca](http://blackbird.ca), or our social media [@blackbirdenviro](https://twitter.com/blackbirdenviro), and you'll see what we mean.

We're looking for a humbly confident project manager to join our team and continue to grow their career with us. This is a flexible long-term position, and you just might be a perfect fit! You'll know it if you have a bit of practical experience in your craft and are known for being a fantastic communicator, well organized, and thrive in a collaborative team environment.

## Requirements (these are real, actual requirements\*)

- At least five years of applied consulting, industry, or government work experience related to environmental sciences, natural resources, and/or habitat restoration.
- At least three years of experience managing projects.
- Registration, or confirmed eligibility for registration, with the BC Institute of Agrologists or the BC College of Applied Biologists.

\*Well, real-ish. If, for instance, you know you're a great fit for this role but fall a little short of the five-year experience requirement, we encourage you to go ahead and apply. We don't need you to be the perfect candidate on paper. (On a similar note, we know [imposter syndrome](#) can be a powerful force, and may discourage fantastic people from applying. Please apply anyway. Many of us here have it too, so you're in good company).

With that said - please note that due to regulatory requirements, a registration with the BCIA or CAB will be a must for this position.

We also have an overarching requirement when it comes to joining our team: our core values have to really click with you. There's just three of them: [Prioritize People, Build Trust, and Pursue growth](#).

We try hard to live our Core Values every day at Blackbird, and we mean it when we say we are an equal opportunity employer. We believe that a diversity of backgrounds, abilities, beliefs, and experiences are critical to our success, and we are passionate about creating a welcoming, supportive, and collaborative environment for all employees. All are encouraged to apply as we continue to grow a smart and diverse team who loves working together to build something that matters.

We work hard to make working at Blackbird a great experience and have a team of truly exceptional people - the kind you'll be excited to work with.



## How you'll work at Blackbird

We work hard to make working at Blackbird a great experience and have a team of truly exceptional people - the kind you'll be excited to work with. Here's how we operate:

### Living in the BC Peace Region

We're working out of one office in Fort St. John, and we'd prefer if you to lived somewhere nearby. Proximity often doesn't influence productivity (and we have great remote work infrastructure), but this position will require team collaboration and occasional in-person meetings in the Peace Region.

The working-from-home to office balance for this position will be up to you (we recognize that some people thrive when working remotely, and some prefer the ability to interact in-person). Either way, our project managers are home every night.

### No Crazy Hours

This position is specifically designed to allow for things that might be more important than work right now. We often work around 40 hours a week, but our project managers are quite flexible on that.

We actively work to prevent burnout by being picky on the type of work that we choose to do, careful scheduling of work, and making lots of room for people's time off during busy season. We work hard and smart but we're in this for the long haul, no need to go crazy on the hours.

### Take. Your. Vacation!

It's important to get plenty of downtime to get out and do something. We offer 6 % of your earned wages as paid time off for all full-time employees. That might sound a bit complicated, but this essentially means a minimum of three weeks of paid vacation every year.

### Prep for Retirement

We offer a group RRSP with a match to all our full-time employees. You can put up to 5 % of your pre-tax wages into it, and Blackbird matches your contributions. We've set the Group Retirement Savings Plan up with a great range of low-cost investment options. Trust us, you'll like it.

### Stay Healthy

Blackbird provides a \$2,400/year health spending account with 100 % reimbursement of health, dental, and wellness expenses that the Federal Government deems eligible as medical expenses under the *Income Tax Act* to all full-time employees.

### Up your Game

We're serious about helping you improve your craft, and you'll have an annual budget of \$2,400 to spend however you like on professional development. Think conferences, online or in-person courses, subscriptions, books... it's really up to you. We love to see our people growing.

### Your First Eight Weeks

We onboard slowly to really give you a chance to not only understand how we do things, but also why. During your first eight weeks, we'll pepper you with training and feedback while you learn the ins and outs of your new role. You will have a mentor and there will be lots of internal and external training.

If this all sounds interesting to you, read on because now we want to talk about you. You will play a big part in helping us to exceed our client's expectations.



## What Success Looks Like

You'll join our operations team and will work together with a range of other professionals in delivering effective, scientifically sound, considerate solutions to complex ecological problems.

In your role as a project manager, you balance clarity, accuracy, consideration, and speed as you guide projects from kick-off to completion. You'll coordinate activities with the rest of our team as well as external project partners, allowing your teamwork, initiative, and communication skills to shine. You might find yourself planning and facilitating both virtual and in-person project meetings and will build on existing collaborative relationships with a wide variety of groups including private landowners, government representatives, First Nations community members, industry representatives, contractors, educators, etc.

You're passionate about learning and about growing in your profession. You are open to constructive criticism because it can help you get better at the things you really care about. You seek to genuinely understand others' perspectives and you enjoy sharing your unique knowledge and experience with others. Your unique skills and expertise enable you to support the team's continued success and development.

You love problem-solving. Some days, you might have the challenging task of seeing both the forest and the trees every day, and you can zoom out far enough to do that.

You're also good at switching gears. You might respond to a couple emails on questions about project timelines and deliverables in the morning, facilitate a project meeting, check in with a couple of project stakeholders in the afternoon, work with a new client to determine their project scope and requirements, and then sneak in a bit of training material development for the Blackbird crew, all without missing a beat.

You play nicely with others. You're flexible and open-minded. Though you might be a perfectionist, you know when it's time to click send. You are a master of being clear and friendly in the same sentence, and consistently meet or exceed our team-wide metrics. You've got this. You'll rock this position.

## A Day in the Life...

This position puts you in charge of your actual working hours, and there is a fair bit of flexibility in them. A 40-hour week is often considered the "norm", but this position can range from 16 to 40 hours per week. We encourage you to negotiate if an altered schedule, or altered hours, will better meet your needs.

You'll likely start your day by checking in with the Blackbird team and then dive into our task management software and your email inbox to check on the status of the projects you're leading. You'll be able to address any quick requests that have come in from the team or a client and make a list of any new activities requiring your attention throughout the day. We strongly encourage empty inboxes, and that you delete, delegate, defer, or do any action items that come into your inbox.

You'll have a variety of short-term and long-term projects to manage. Some projects will have a very clear and consistent process in place, while others will require setting up a management framework which works for both us and the client. Our projects span a variety of sectors from habitat restoration, natural resources (e.g., oil and gas, aggregate operations, etc.), utility development (e.g., power lines), biological inventory studies, and collaborative government-industry initiatives.

Your days will be predictable but varied so you'll never be bored! You'll work closely with clients, receive new project requests, distribute reports, and perform quality control checks. You'll be tracking project timelines, budgets, deliverables, external communications, and scope, all while collaborating with the rest of your team and building and maintaining strategic relationships.

Near the end of the day, you take a quick peek at the weekly team plan, scan your task list and calendar for tomorrow, close your laptop, and move on with the rest of your day.



## Compensation Package

This is a fairly senior position that puts a lot of responsibility for projects, tasks, and other professionals on you. As a result, this position is in our Senior Professional wage bracket, which ranges from \$45.86 to \$75.48 per hour at the time of this posting.

There's a bit more to it than that, though. The complete compensation package for this position includes the hourly wages, health benefits, paid vacation and sick time, optional RRSP match, as well as your professional memberships and annual professional development allowance.

## You're Our Ideal Candidate if You...

- Are an excellent self-manager and have exceptional attention to detail.
- Have the proven ability to track multiple projects and project elements at once.
- Are a strong written and oral communicator, both to an internal and an external audience.
- Have strong organizational skills.
- Have a proven ability to work with diverse teams with cultural sensitivity.
- Enjoy both learning new information and sharing your skills with the team.
- Are curious and passionate about being the best you can be in your profession.

## How to Apply

Please submit a PDF of your cover letter by email. In your cover letter:

- Introduce yourself and explain why this position is of interest to you, and why you would be a great fit. Please limit this section of the cover letter to one page and include the word "restoration" somewhere.
- On a separate page of your cover letter, answer the following questions (with each response being about a paragraph in length):
  - What attracted you to this position?
  - What are your favourite and least favourite parts of your current or most recent job?
  - Describe a situation where you had to learn a new tool or new information to better help your team work through a problem. How did you approach the learning process?

If you have a prepared resume, please attach it in PDF form. If you don't have a resume because you aren't even sure you're looking to change jobs, that's fine! An informal list of your work and education history are all we're looking for.

Please submit your application to [dreamteam@blackbird.ca](mailto:dreamteam@blackbird.ca).

We can't wait to hear from you!

P.S. If you're not interested in or available for this position, but know someone who is, we would really appreciate it if you passed this along!