



Project Manager

Co-ordinates and guides various projects to promote safe and active recreation spaces, homes, communities, and workplaces.

Responsibilities:

- Develop deliverables, and monitor outcomes of multiple projects
- Coordinate training opportunities for recreation facility staff and volunteers, such as the East Coast Arena Training
- Coordinate training opportunities for program leaders, such as High Five and Falls Prevention
- Support the go!PEI program by assisting the go!PEI Project Manager when necessary
- Seek opportunities to further advance the organization's objectives through new or enhanced projects
- Report and develop materials: written reports, promotion and communication products, and other materials necessary for the projects
- Collaborate with member facilities, communities, municipal officials, and partner organizations to increase the opportunities for citizens to improve their level of physical activity
- Maintain knowledge of sector trends
- Communicate opportunities such as training and grants to members through social media, website, and newsletter

Qualified candidates should possess:

- Bachelors of recreation, education, business, kinesiology or related health discipline; or a Diploma in Sport and Recreation
- Strong verbal and written communication skills, especially social media and e-news
- Strong computer skills in website management, design programs, and spreadsheets
- Strong interpersonal skills
- Experience in community development, facility management, event planning, writing grant proposals, and Project Management are all assets
- Knowledge of and belief in the importance of physical activity and safety
- Highly Motivated and an ability to work independently
- Strong organizational and time-management skills

Job Details:

- Full-Time contract position (37.5 hours/week)
- Work hours are generally M-F 8:30-5:00pm, however evening and weekend hours may be required
- Based out of the Recreation PEI office in Charlottetown, with flexibility to partially work from home
- Salary range \$37,500-\$42,500

Apply by October 5th, 2023 to info@recreationpei.ca. We accept written or video applications which provide an overview of your qualifications and relevant education.