

JOB OPPORTUNITY

Project Manager

Competition Number:	2025.12.TFT	Program:	Corporate Services
Posting Date:	May 1, 2025	Closing Date:	May 16, 2025
Location:	Timmins	Position Type:	Full-Time, Temporary until March 31, 2027
Salary Range:	\$90,000 - \$100,000	Expected Hours:	35 hrs / Week

POSITION SUMMARY:

Northeastern Public Health is seeking a motivated and self-directed individual for the position of Project Manager. Reporting to the Director of Corporate Services, the successful candidate will lead the new building project (Timmins Office) and may assist in the coordination and supervision of renovation projects across the agency. The ideal candidate will have strong project management skills and experience working with the Community Health Capital Program on large-scale health sector projects. This is a temporary full-time position until March 31, 2027, with possible extension. For more information about Northeastern Public Health, please visit our website at www.neph.ca.

DUTIES AND RESPONSIBILITIES:

This role will be involved in conducting a needs assessment for the project and other steps required to complete the Community Health Capital Program application as prescribed by the Ministry of Health. Additional duties include project planning, scheduling, organizing, and reporting activities for the project. This involves liaising with management, consultants, architects, vendors, and provincial governing bodies.

QUALIFICATIONS:

- A university degree or diploma in project management or an equivalent combination of education and experience.
- Knowledge and experience working with Ministry Capital Funding Application is preferred.
- Experience with the Ministry of Health Community Health Capital Program application process would be an asset.
- Designation as a Project Management Professional (PMP) is desirable.
- Minimum of three (3) years of full-time progressive project management experience.
- Experience working on projects within health sector facilities is an asset.
- Strong organizational skills with excellent attention to detail.
- Work collaboratively with other departments and external partners as appropriate with planning a new build.
- Strong interpersonal skills with the ability to follow through and complete coinciding projects.
- Excellent and effective presentation and communication skills, both verbal and written.
- Experience working with architects, engineers, and vendors.
- Excellent computer skills, including Microsoft Word, Excel, PowerPoint, MS Teams, and SharePoint.

- Access to a vehicle and possession of a valid driver's license.
- Willingness to work flexible hours.
- Satisfactory criminal background and vulnerable sector check.
- Proof of COVID-19 immunization or a valid medical exemption is required prior to starting.

HOW TO APPLY:

Individuals with the above qualifications who are seeking a challenging opportunity to further their career are invited to forward a resume and cover letter addressed to Randy Winters, Director of Corporate Services by 4:00 pm, May 16, 2025, to:

Human Resources
Northeastern Public Health
careers@neph.ca

Only those candidates selected for interviews will be contacted.

Note: Please ensure the competition number is clearly stated in the subject line.