

Job Title: **Project Manager – 2 year contract with possibility to extend** (English and French required)

**Location: Remote; anywhere in Canada (home office)**

Electric Mobility Canada (EMC) is the unifying and authoritative voice for the transition to electric transportation across Canada. Founded in 2006, EMC is the national industry association that enables and accelerates the transition to sustainable electric mobility through advocacy, collaboration, education, and thought leadership, with the ultimate goal of creating a cleaner, healthier, and more prosperous future for all Canadians.

We are looking for a passionate and skilled Project Manager to join our team, contribute to this important mission and successfully deliver results on two important special projects. We are committed to delivering high-quality services to our members, and to supporting our employees in their personal and professional growth. English and French proficiency is required. We are a virtual organization located in Canada with staff who work from home offices. EMC is an equal opportunity employer and welcomes applicants from all backgrounds to apply.

As a Project Manager, you will be responsible for overseeing the tracking of special projects, managing budgets, and ensuring the timely completion of deliverables from third party consultants. You will also be responsible for following up on operational and financial issues, such as accounts receivable, accounts payable, and related administrative tasks. In addition, you will be responsible for drafting reports to funders on project spending.

**Key Responsibilities:**

- Track project plans, timelines, and budgets
- Track project progress and ensure timely completion of deliverables
- Manage project budgets
- Manage outside contractors delivering the project
- Work with cross-functional teams to identify and resolve operational and financial issues
- Oversee accounts receivable and accounts payable processes
- Complete administrative tasks as necessary
- Write reports to funders on project spending
- Provide regular project status updates to stakeholders

**Qualifications:**

- Bachelor's degree or college certificate in business administration, project management, or a related field
- 3+ years of experience in project management (preferred) or related roles, preferably in the association, automotive, transportation, or related to electric mobility industry.
- Excellent organizational and time management skills
- Strong analytical and problem-solving skills
- Ability to work independently and as part of a remote team
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office 365/Teams and project management software

**Benefits:**

- Competitive salary
- Health benefits plan
- Three weeks' vacation and December holiday week office closure
- Professional development opportunities

**To Apply:**

If you meet the above qualifications and are interested in joining our team, please submit your resume and cover letter for consideration. Please clearly indicate your proficiency in English and French in your cover letter if applicable.

**Submit your application to [info@emc-mec.ca](mailto:info@emc-mec.ca) to the attention of Maureen Shuell on or before May 15, 2023 with the subject line indicating the following: Application; Job title; your first and last name**

We look forward to hearing from you!