



Geoscience BC – Project Manager

Geoscience BC was established in 2005 as an independent, non-profit organization that supports investment in British Columbia's mineral and energy sectors. We have the unique ability to work in close cooperation with First Nations, local communities, governments and resource sectors to design and deliver earth science programs while providing earth science information publicly.

This is your chance to be part of a high-performing team focused on providing credible earth science that promotes and supports investment opportunities and sound resource development decisions across BC.

We are seeking a **Project Manager** for a **15-month full-time maternity leave contract commencing July, 2015**.

Reporting to our Vice President of Energy, the Project Manager is responsible for developing mineral and energy project agreements, following up on deliverables and maintaining up-to-date project records.

What you will be doing:

1. Using your excellent organizational talents, you will be coordinating the creation, execution and amendment of all our project agreements.
2. Communicating with all project proponents – keeping them engaged and on track.
3. Reviewing budgets and coordinating with Accounting on project payments.
4. Coordinating updates to projects, requests for proposals (RFPs), and the data releases section on our website.
5. Participating in project development, including RFPs, general meetings, proposal reviews and liaising with consultants on projects.
6. Producing our annual Summary of Activities and support development of our Annual Report.
7. Taking minutes at Technical Advisory Committee meetings
8. Representing Geoscience BC at conferences, workshops and project meetings.

What you will need:

1. University degree in geosciences or earth sciences.
2. Detail oriented in all aspects of work.
3. Minimum of five years project management experience and a strong understanding of legal agreements and proposal documents.
4. Ability to influence and drive others towards project end goals.

5. Strong ability to multitask in a demanding environment, with multiple deadlines within a small team.
6. Excellent communication skills, both written and verbal, at both a technical and non-technical level.
7. Intermediate skills in Microsoft Word, Excel, Outlook and PowerPoint and database management.
8. Basic web programming skills.
9. Ability to travel up to 20% of the time for business.

To apply for this position, please send your resume and cover letter by 5pm on May 1 to: careers@geosciencebc.com.

We thank all applicants who apply, but advise that only those who have been selected for an interview will be contacted.