



## JOB OPPORTUNITY

### **Project Manager for Database Migration to Information Management System (30 hours/week)**

The BC Aboriginal Child Care Society (BCACCS) is seeking a qualified candidate for the position of Project Manager for Database Migration to Information Management System. This position provides the organization with safe, organized and properly stored database applications by developing architecture, programming, troubleshooting, and security. The Project Coordinator will work closely with project team members and stakeholders, playing a leadership role in ensuring that the data migration and information management project is coordinated effectively throughout the project lifecycle.

*This opportunity is possible because of a Canada Summer Jobs Grant.  
Please see below for eligibility requirements.*

#### **Principal Duties:**

1. Coordinate database migration project through an understanding of the Indigenous early learning and child care advocacy organization's strategies, priorities, and issues. Leverage capabilities to propose culturally respectful, appropriate solutions and deliver value.
2. Assist to define the overall project scope and objectives with Indigenous communities, business partners, and organization supervisor.
3. Provide project leadership and vision; formalize processes, support Indigenous community building relationship protocols, procedures and quality control measures; develop and manage project resource plan and project dependencies.
4. Identify, research, analyze and resolve complex information technology issues.
5. Create and coordinate project schedules and budgets to ensure project completion is on time, on budget and within scope.
6. Provide overall project reporting – work plans, schedules, progress reports, metrics, issues, costs, etc.
7. Identify, assess, and monitor risks and transition issues to ensure that risks are identified and mitigated and that solutions are recommended.
8. Ensures and maintains database results by setting and enforcing quality standards and controls and reviews project deliverables.
9. Updates new system with available data in collaboration with BCACCS departments, Indigenous early learning programs, and communities.
10. Manage Indigenous and non-Indigenous stakeholder expectations.
11. Train and guide relevant staff throughout the organization.
12. Support organizational change efforts to connect with and support early childhood educators, early learning and child care programs, and Indigenous communities related to assigned project.
13. Performs other related duties as assigned.

#### **Qualifications:**

- Bachelor degree in progress or complete in Business Management or related discipline preferred including some experience or combination of education, training and experience
- Have some experience with data maintenance, database coordination, and promoting record keeping process improvement
- Have ability to present technical information, and database design
- Have some project management experience

- Have technical understanding and are able to report on project needs, assessment and analysis

**Skills:**

- Detail oriented, thorough, with solid communication skills
- Ability to train and motivate ECE staff
- Some experience with Access
- Knowledge of eTapestry
- Demonstrated ability to work proficiently with Microsoft Office tools
- Work well independently as well as part of a team
- Excellent organizational, planning, analytical and problem-solving skills

**To be eligible, students must:**

- be between 15 and 30 years of age at the start of the employment
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

**Conditions:**

***In accordance with section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal ancestry.***

**Salary:** \$20 / hour, based on a 30 hour work week.

**Closing Date:** 11:59 pm on May 1, 2018.

**Duration:** Project contract for 14 weeks, estimated start date May 7, 2018.

Please submit a cover letter and 3 references, along with a complete resume via mail, fax, or e-mail to:

Attention: Communications Officer  
 BC Aboriginal Child Care Society  
 Suite 102-100 Park Royal South  
 West Vancouver, BC V7T 1A2  
 Fax: 604-913-9129 E-mail: [communications@acc-society.bc.ca](mailto:communications@acc-society.bc.ca)

**We thank all those who apply. Only those candidates selected for an interview will be contacted.**