



Program Manager - TechImpact

- Job Type: Full-Time Contract
- Experience Level: Intermediate
- Term Position: 24 Months
- On-Site/ Remote: Remote and physically located in New Brunswick

About TechImpact

Accelerating Digital Transformation and Innovation across Atlantic Canada

TechImpact is a private sector-led organization focused on building a vibrant and growing digital economy in Atlantic Canada. TechImpact collaborates with partners to drive growth in our IT workforce, foster digital transformation, and help businesses grow. Founded in 2009, our members are digital business leaders who know that leveraging technology in our economy, educational system, and within government is key to a resilient, self-sufficient future.

We want you to be part of our team at a time when transformation is underway. Supporting our region's successes is crucial to building the momentum we need to advance our digital economy, fill jobs, and grow opportunities. Help us build programs and projects to do this impactful work as we push for Digital Advancement in Atlantic Canada. Share the success stories of business innovation and digital transformation, communicate successes, and opportunities, and inspire others to come and be a part of the potential that's unfolding here now.

The Role

To champion and drive digital skill transformation with projects focused on workforce supply and demand, talent acceleration, talent pipeline development, and recruitment.

The Program Manager will take program concepts and build out detailed project plans and lead them from concept to implementation. The role will oversee and manage the day-to-day progress of the projects, delivery, measure success, and engage stakeholders.

The Program Manager will be part of a team driving digital skilling initiatives to fill the talent gaps in the region. You will be responsible for collaborating with learners, partners and all stakeholders and you will work closely with the program team (internal and external) during the build, launch and progress of the projects. The Program Manager is responsible to ensure once in action, the project is progressing effectively and efficiently.

This position is a full-time contract position for 24 months, with a possibility of an extension. The position is remote within New Brunswick and bilingualism is a tremendous asset.

Key Responsibilities

- **Program development:** Take program concepts from ideation to implementation.
- **Program leadership/ownership:** Plan, lead, coordinate, and oversee the implementation of the projects and deliverables. Maintain a comprehensive view of the program, vision, and strategy along with building a plan to evolve over time.
- **Stakeholder management:** Ensure all stakeholders meet their project responsibilities. You will provide ongoing updates and communications to all stakeholders on project progress, milestones, and project achievements.



- **Cost Management:** Accountable for budgeting, finance tracking, and reporting.
- **Communications** – Work closely with a communications lead and an external communication agency to build program materials, presentations, and communications pieces.
- **Project management:** Accountable to build project plans, project schedules, budgets, and then execute and deliver with an extended team.
- **Monitoring Success** - Build project metrics and milestones and monitor project success metrics. TechImpact must ensure the contract obligations are met through reporting with all stakeholder groups. Quarterly reports will be made available to our funding partners.
- **Sharing Success** – As the projects evolve, this role will be responsible for capturing feedback, adjusting the program, and improving future iterations.

Qualifications

- 5+ years of working experience in an area where the focus was on digital skill development, recruitment, or other HR practices a tremendous asset
- Experience and knowledge of technology/digital roles, positions, and skills valuable
- Project management experience, from the development stage to completion
- This position must have experience in leading, collaboration, and communications,
- Must reside in New Brunswick

Knowledge, Skills and Abilities

- Familiar with digital skills and how to approach training and recruitment
- Knowledge of and experience in business partnerships, community relations, issues management, and communications.
- Project Management and coordination background
- Adaptable and versatile
- Work independently but also collaboratively with a variety of individuals in a remote working culture and environment
- Strong organizational skills
- Familiarity/curiosity with the technology industry and desire to learn more
- Comfortable with public speaking
- Strong communication skills (written and oral)

Assets or Preferences

- Bilingualism is an asset while the day to day working language is English
- Passion for digital/tech/IT workforce and sector
- Experience working in Human Resources
- Project management
- An equivalent combination of education, training and experience may be considered.

Salary

The salary will be dependent on experience and qualifications

How to apply

Please send your cover letter and resume to talent@techimpact.it