

Contract Employment Opportunity at AME

Project Manager

Development of Tools and Guidance Documents

February to August, 2019

The Association for Mineral Exploration BC (AME) is the lead association for the mineral exploration and development industry based in British Columbia. Established in 1912, AME represents, advocates and promotes the interests of almost 5,000 members who are engaged in mineral exploration and development in BC and globally. AME encourages a safe, economically strong and environmentally responsible industry by providing clear initiatives, policies, events and tools to support its membership in delivering responsible projects that advance reconciliation and provide benefit to all British Columbians.

AME is seeking a contract Project Manager to facilitate and manage the development of tools for AME members in the areas of social and environmental performance, Indigenous relations and health and safety management. The position will involve working with AME staff and committees, external experts and production companies to design and develop the tools and guidance documents using a variety of media such as videos, photos, lists, written documents and learning tools that may be presented in hard copy, online, or through social media and apps.

Work Required:

- Manage the overall development of the tools and/or guidance documents to completion.
- Work with AME staff leads and committees to generate and define the topics that will be developed and the format or media of the tools and guidance documents.
- Identify and work with committee members, or as needed external contractors who will contribute data or information for the tools and provide quality control and expert review.
- Take the lead role in compiling, writing and/or scripting the information from committee members and external experts into a product that is ready for production.
- Fully develop tools or guidance documents within the consultants scope of expertise, particular written documents.
- Select appropriate production companies to develop multimedia tools, apps or learning modules.
- Manage the production of tools and guidance documents ensuring that AME staff and committees are regularly consulted.

Qualifications:

- Demonstrated expertise in Project Management having led a number of projects from conception to completion with a record of successful delivery.
- Knowledge of the mineral exploration and mining industry or natural resources sector.
- Experience in the development of tools and/or guidance documents.
- Experience working with production companies in the development of multi-media tools, apps or learning modules.
- Expertise in working with multiple teams at the same time. Experience working with volunteer committees.
- Excellent written and graphical communication skills; highly organized.
- Ability to work independently; self-motivated; excellent time management.

Contract Terms and Length:

- Consulting contract requiring approximately 20-25 hours a week from February, 2019 to the end of August, 2019.
- Individuals and consulting firms are encouraged to apply.
- Consultant will report to the Vice President, but will work closely with a number of AME staff, committees and other contractors.

Application

- Please send an expression of interest including a resume and an overview of relevant completed projects to Rob Stevens at rstevens@amebc.ca. Please also indicate hourly/daily rates.
- Deadline: February 8, 2019.

Questions:

Please contact Rob Stevens, Vice President Regulatory and Technical Policy at 604-630-3926 or rstevens@amebc.ca