

Project & Planning Specialist

About Credit Union Central of Manitoba

Credit Union of Manitoba (CUCM) is the trade association and service provider for the province's 22 autonomous credit unions. CUCM's purpose is to provide strategic leadership for credit unions, and to deliver high-value solutions that help each credit union achieve its vision.

The Person

You are an enthusiastic, people-focused team member who can bring fresh perspectives, skills and experience to our group. You are a natural collaborator; driven by the challenge of change, with the ability to adapt your focus or approach based on what the situation requires.

You demonstrate critical thinking, curiosity, customer and team focus, and can maintain these under pressure. You can model and demonstrate new approaches effectively. You are able to manage your time in the face of multiple and emerging priorities.

Education & Experience

You have a relevant post-secondary degree or diploma, hold the PMP credential through the Project Management Institute or are working towards it. You have experience in the areas of project management, facilitation and corporate planning.

You have advanced knowledge of project management theory and process, and hands-on experience with the application of change management principles to complex projects. It's a bonus if you have experience with balanced scorecard development, and if you have worked with Microsoft SharePoint and/or Smartsheet. Regardless, you are enthusiastic about and adept at learning new tools.

As the Project & Planning Specialist, your role will encompass the following:

- For assigned projects:
 - Develop the project plan, deliver progress reports, and ensure effective requirements documentation.
 - Create and deliver proposals and presentations as needed.
 - Create and maintain project records including those related to project initiation, risk management, stakeholder engagement, issues management, and decision logs.
 - Effectively communicate project expectations and developments to team members and stakeholders.
 - Build, develop, and grow any business relationships vital to the success of the project.
 - Liaise with project stakeholders on an ongoing basis, ensuring the identification and management of emerging issues, and involvement in the development of appropriate resolutions.
- Lead the process of analyzing and reporting on the corporate project portfolio so that management and the Board have an understanding of the alignment and status of projects under way and planned.

- Compile and evolve regular project reporting processes for management and the Board.
- Support corporate planning and measurement processes at CUCM, including support to executing the planning process and engaging CUCM leaders in the process.

The Company

We offer an excellent total compensation and benefits package including an incentive pay program, an extensive community service program, training and development opportunities, and a work environment that engages and enables our employees to serve our members.

CUCM seeks diversity in the workplace and encourages individuals of all backgrounds to apply.

We are committed to providing a safe, respectful and inclusive environment where your unique background, perspectives and talent are valued.

Our office is located in downtown Winnipeg close to the MTS Centre. In the current Code Red COVID-19 environment, employees have the ability to work from home.

Credit Unions in Manitoba are governed by Manitoba's *Credit Unions and Caisses Populaires Act*. CUCM manages their liquidity reserves, monitors credit granting procedures and provides trade services in areas such as corporate governance, government relations, representation and advocacy. CUCM also provides payment and settlement systems, human resources services, research, communications, planning, lending, compliance, and risk management services to credit unions. Manitoba credit unions jointly own CUCM and it is financed through assessments and fee income derived through its operations.

CUCM is a Morneau-Shepell Employee Recommended Workplace®

The Next Steps

Please apply with your cover letter and resume by January 31, 2021 to hrcucm@cucm.org