



Tennis Alberta is the provincial not-for-profit body governing the sport of tennis in Alberta. With the support of Tennis Canada, Tennis Alberta's mission is to inspire, promote, and deliver quality opportunities for participation in tennis in Alberta. We strategically attract funds, foster partnerships, and build local capacity for lifetime participation - building healthy and active communities.

## **VISION**

To become the best amateur tennis organization in Canada, providing Albertans with the opportunity to pursue tennis as the sport of a lifetime by developing a sustainable and accessible, premier sport delivery system for tennis in Alberta.

## **Tennis Alberta has an immediate opening for an Project Manager – Indoor Tennis Facility**

### **Plan, Resource, Implement and Evaluate the development of an Indoor Tennis Facility**

The incumbent is accountable for all project management responsibilities related to the development of the Edmonton Community Tennis Facility. These duties include delivering every project on time within budget and scope. The Project Manager should have a background in business skills, management, budgeting and analysis specifically related to a large capital project.

Project Manager is skilled at getting the best out of the people and projects that they oversee. The incumbent thrives when planning projects and working with project teams. The Project Manager is accountable to a volunteer steering committee and Board of Directors so will be the key staff resource on the project. A key to project management success is the ability to set a viable task plan; set achievable but tight performance targets; ensure dependencies and constraints are well understood; and, anticipate and mitigate adverse outcomes.

This position reports to the Tennis Alberta Facility Development Committee and ultimately to the Board of Directors of Tennis Alberta.

### **Main Responsibilities**

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all project components are delivered on-time, within scope and within budget
- Develop project scopes and objectives, involving stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Create and maintain comprehensive documentation, report and escalate issues as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors



## **QUALIFICATIONS**

Candidate must be high energy, affable, creative and self-starting, able to work both independently and within a team. Knowledge of project management related to a capital project. Ability to understand technical details of multiple diverse professional disciplines; Track record as an interface between contractors and Board of Directors; Evidence of solid scheduling, analysis and measurement skills; Effective oral and written communication with stakeholders, contractors, and government; Proven track record of employing creative and innovative problem solving; Experience with procurement best practices and budget management. Proficiency in the use of computers related to the Project Management function.

Undergraduate degree or certificate in a related field is preferred and 5-7 years of experience in a non-profit or small dynamic organization. The ideal candidates will have a passion and background in tennis or sport.

Salary will be commensurate with experience and education. The position is full time 1 year renewable contract.

**Apply before January 31, 2018 by email to:**      [ExecutiveDirector@tennisalberta.com](mailto:ExecutiveDirector@tennisalberta.com)