



166308 - Funding and Agreements Implementation Coordinator - Workforce, Advanced Learning and Population-Temporary

Government of PEI

📍 105 Rochford Street, Charlottetown, Prince Edward Island C1A 3T7

👤 1 Position available

📅 Expires externally on: April 8, 2025

📅 Expires internally on: April 8, 2025

JOB DESCRIPTION



The Department of Workforce, Advanced Learning and Population is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#).

Reporting to the Director, the Interministerial Women's Secretariat ("IWS") Funding and Agreements Implementation Coordinator is responsible for providing quality advice and leadership on community funding contracts and agreements, interdepartmental funding agreements, evaluations, bilateral funding agreements, statements of work, and reporting requirements for bilateral funding agreements. The Coordinator will support the Director at Federal, Provincial and Territorial ("FPT") meetings dedicated to bilateral funding agreements, and will represent the Director and the Province at National meetings, when needed.

The Coordinator will also be responsible for coordinating reports from NGOs, contractors, and departments/divisions on projects, compiling the data, and providing recommendations for strategic direction for the division's future project funding, requests for proposals, and grants.

Duties include:

- Enhances decision-making capacity by providing timely analysis, advice and recommendations regarding strategic direction for programs and services including operational and capital financial analysis for government and stakeholders;
- Leads the development, implementation, monitoring and reporting of Federal-Provincial agreements, including agreements which impact external ministries, programs, services, and budget decisions;
- Builds collaborative relationships with internal and external stakeholders;
- Drafts contracts and participates in adjudication activities for grants and projects and engages with community on reporting and follow-up;
- Develops evaluation frameworks, including objectives and methodologies, coordinates evaluation initiatives, and compiles results and recommendations that relate to funding requirements and needs;
- Conducts jurisdictional scans and researches best practices to inform future program/project delivery;
- Develops briefing material, memos, letters, presentations and speaking points to disseminate information to the Director, Minister and other members of government as required;
- Develops, coordinates, and evaluates in-depth and comprehensive reports, prepares policy papers and briefing material, and presents policy options;

- Job type:
2 years Temporary / Full-time
- Work shifts:
Day
- Work schedule:
37.5 hrs/week
- Work location:
On site
- Salary:
\$74,822.00 - \$93,561.00 CAD
Yearly
- Unionized:
Yes

Additional information

- Job Opening ID:
• 166308
- Department:
• Workforce , Advanced Learning and Population
- Location:
• Charlottetown
- Pay Level:
• 19
- Hourly Salary Range:
• \$38.37 - \$47.98
- Employment Type:
• Temporary For 2 Years
- Employment Percentage:
• 100%
- Closing Date:

- Provides specific expertise on intersectional gender and diversity research and analysis; and
- Other duties as required.

Minimum Qualifications:

- Master's Degree in social sciences, public administration or a related discipline;
- Demonstrated equivalencies will be considered;
- Extensive experience in interdepartmental engagement on project management or policy development;
- Considerable experience in FPT relations and bilateral agreements;
- Considerable experience in community development related to project and program design;
- Considerable experience in conducting research, analysis and devising strategic recommendations for senior leadership;
- Considerable experience in leading and facilitating groups;
- Considerable experience in program evaluation;
- Demonstrated ability in problem solving and conflict resolution;
- Excellent analytical, organizational skills and attention to detail;
- Excellent oral and written communication skills.

Other Qualifications:

- Experience in project management, program development or case management is considered an asset.

This competition may be used to fill future vacancies.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.jobspei.ca. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

No. 6 on Forbes' list of Canada's Best Employers 2024

The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.

BENEFITS



Free Parking



3 weeks paid vacation annually



Health and dental benefits after 6 months



Hybrid options within PEI



Employee assistance program

- April 8, 2025

Open To:

- Public

Union:

- UPSE Civil

Required documents

- Resume

Optional documents

- Cover Letter

If you are not a Canadian citizen or permanent resident, please upload a copy of your valid work permit confirming your authorization to work in Canada