



Information Technology Project Manager Position Description

Western Climate Initiative, Inc. (WCI, Inc.) is a non-profit corporation formed to provide administrative and technical services to support the implementation of state and provincial greenhouse gas emissions trading programs.

WCI, Inc. is seeking a qualified Information Technology (IT) Project Manager to plan, organize, manage, monitor, and coordinate the execution of assigned projects. The IT Project Manager will be the primary liaison between the internal project team and external third-party service providers. They will be accountable for the successful delivery of all phases of the software development life cycle including requirement gathering, planning, design, development, testing, release, and transition to operations of assigned projects.

KEY RESPONSIBILITIES

- Facilitate planning sessions with internal stakeholders and service providers to define project scope and determine objectives and success factors
- Plan, sequence, and schedule projects
- Facilitate requirements gathering sessions
- Collaborate with internal and external project team members to develop business requirements, use cases, and performance metrics
- Establish communication plans to track and communicate project progress to stakeholders
- Monitor the progress of projects and ensure project deliverables are delivered on time, within budget and at the required level of quality
- Coordinate with internal stakeholders and service providers to identify activities leading to successful implementation of the project
- Develop forms, templates to document project activities, and maintain project files
- Effectively manage project close-out tasks and transition to operations
- Ensure all outstanding issues, risks, and action items are successfully closed
- Prepare and submit reports on project progress
- Create and maintain project status reports, financial records, risk logs, issue logs, communication plan updates, activity log updates, change requests, decision log updates, and other supporting documentation
- Identify risks and work collaboratively with project team members on solutions to mitigate risks and/or resolve problems
- Assist in the development of solicitations, evaluation of bidder proposals, contracting, and on-boarding of new service providers.
- Maintain vendor relations with regular status meetings, effective correspondence, periodic status reports, change orders, and conflict resolution
- Manage payments to service providers including cost analysis; coordinate approval by internal stakeholders

The Project Manager will likely assume more responsibility for certain contracts, services, and work groups than others; however, the Project Manager will be involved in and maintain close familiarity with the substantive content and dynamics of all technical services provided by the organization. As requested, the Project Manager may undertake other duties as required to ensure the consistent achievement of the organization's mission and financial objectives.

MINIMUM QUALIFICATIONS

- Bachelor's Degree or equivalent job experience
- Solid understanding of IT industry standards and best practices
- Knowledge of project management concepts and methodologies including, but not limited to Agile and Waterfall methodologies
- Proactive self-starter who is comfortable working in a highly collaborative environment with project teams from diverse backgrounds in different geographic locations
- Excellent oral and written communication and interpersonal skills
- Highly organized and detail-oriented with solid analytical and problem-solving ability
- Demonstrated experience assembling, organizing, and analyzing information, extracting insights, and communicating findings to technical and non-technical audiences
- Ability to simultaneously manage multiple time-sensitive projects and adapt when priorities change
- Ability to use and adapt to changing technology trends, including collaborative software platforms and project management tools
- Demonstrated proficiency with MS Word, Excel, PowerPoint, Outlook, MS Project, Visio, and SharePoint
- Fully proficient in English, in a professional IT environment

DESIRED QUALIFICATIONS

- PMP or other project management certification
- Ability to think outside the box to help better track actions, tasks, and project deliverables
- Knowledge or experience working with state, federal, or provincial agencies
- Experience helping organizations use data and other information to improve their processes and decision-making
- Ability to anticipate and respond to potential problems or risks in a timely manner
- Proficient in French

Travel

At the direction of the Executive Director, the IT Project Manager may need to travel for specific and well-defined business purposes.

About WCI, Inc.

This is a full-time salary position that may be located in Sacramento, California (Head office), or Québec City, Québec (Satellite office). WCI, Inc. offers competitive salaries and benefits commensurate with qualifications and professional experience, and is committed to equal employment opportunity. For more information, visit www.wci-inc.org.

To Apply

Interested applicants should submit a cover letter, including a summary of qualifications, and a resume in PDF format to jobs@wci-inc.org.