Job Posting: Integrated Project Delivery Facilitator, EcoAmmo Sustainable Consulting, Inc.

Salary: to be negotiated based on experience

EcoAmmo is a dynamic consulting company based in Edmonton, with our team working remotely across Canada. We are currently seeking a Project Manager/Integrated Project Delivery (IPD) Facilitator to be responsible for the administration, facilitation and coaching support for high-performing design and construction teams who are pursuing IPD and high-performance projects.

EcoAmmo offers a unique set of services that combine the effective processes of LEAN construction to enable clients to adopt and implement more GREEN initiatives. We offer career growth opportunities above and beyond the role we are currently hiring for; if you are keenly interested and have strengths in LEAN construction, green building certification, climate adaptation, embodied carbon and other trailblazing services, this role could be for you.

The ideal candidate for this position is an individual who is seeking a purpose-driven career with a growing, diverse and energetic team of passionate people. EcoAmmo offers competitive wages, benefits (e.g., RRSP matching, wellness & health spending accounts and paid volunteering, to name a few) and a great work environment. EcoAmmo has built a unique corporate culture where people are highly valued – we are very proud of our staff retention record! We are a strengths-based organization that utilizes the natural talents of each individual to ensure that our employees are working in positions that are uniquely suited to their abilities and that our team is diverse and works together as a SUPER TEAM! How to: Create Super Teams

Responsibilities:

- Provide guidance and coaching to IPD and high-performance teams to ensure that they stay collaborative and focused on the project goals while providing value to the client
- Acting as a leader in the room, guiding discussions and providing conflict resolution when needed, and keeping the team focused and on-task
- Ensuring that everyone in the room is heard, feels valued, and is engaged, and making course-corrections if they are not
- Guiding the team through the creation of team and project values, and then being comfortable holding the team accountable to living those values
- Effectively communicating status, progress, risks, mitigation solutions, and successes to project teams
- Creation of sales documents and proposals
- Contribute to the development and implementation of knowledge transfers

Skills:

- Appreciate the autonomy to manage your own time while meeting deadlines
- Enjoy responsibility and leadership and work as part of a team
- Enjoy project implementation and follow-through, including project metrics and data sharing
- Find it satisfying to handle complex and sometimes challenging work
● Ability to convey ideas and information in English, both verbally and in writing
● Committed to providing timely, high-quality support to both internal and external project teams
● Accountable to your team, and after committing to do something, you achieve it responsibly and with applicable urgency
● Excellent at big picture strategy thinking while at the same time skilled at taking notes and recording details to enable clarity for the team
● Ability to learn new skills and work in collaboration with teammates
● Comfortable making professional phone calls, meeting with potential clients, and speaking with high-level design and construction consultants
● Comfortable being in front of clients while guiding them through challenging processes in a friendly and professional manner
● Comfortable leading workshops and confident enough to drive a team to clarity, can speak up in a big room, analyze data coming from several people at once and provide optional proposals for moving forward
● Enjoy being organized and finding ways to eliminate wasteful activities.

Must Have:

● University degree, college diploma or program certificate, preferably in a sustainable- or building-related field
● Valid driver’s license (this role involves meeting with clients and going to site) or have reliable alternative transportation
● Confident and proficient with computer systems and software, particularly Google Docs, Sheets, Excel, Word, and Adobe Acrobat
● Experience with online platforms (Zoom, Teams, Miro, Mural) is an asset
● Experience working in a professional office setting and working within a team setting
● 3-5 years of proven project management and team-leading experience - meaning that you are comfortable with a team of people looking to you for next steps and leadership
● IPD training and experience OR LEAN training and experience
● Sensitivity towards and recognition of the needs and rights of equity-seeking groups including but not limited to IBPoC, women, LGBTQ2+, youth and linguistic duality
● Ability to develop and maintain positive, effective, collaborative and productive working relationships with teammates and clients.

Assets to have:

● Demonstrated experience hosting and facilitating workshops for small, medium, and large groups
● Continuous Improvement training/experience
● GHG management and climate change adaptation experience
● Experience with building, design, and construction processes; formal education or training in this area is an asset
● Experience with building science; formal education or training in this area is an asset
● PMI-ACP
EcoAmmo Values:

- TRUST - Without exception, we base our relationships on a foundation of safety, honesty and reliability
- BALANCE - We perform best when we uphold harmony in our work, family and life priorities
- TEAMWORK - We maximize our potential by playing to our strengths, ensuring our team is engaged, supported and happy
- CONTINUOUS LEARNING - We are driven to continuously improve our work and ourselves
- AGILITY - We anticipate change and drive innovation
- ENJOYMENT - We take time to celebrate achievements, appreciate exceptional work and to have fun!
- MINDFULNESS - We are aware our thoughts and actions have a great impact on ourselves, others and the environment

EcoAmmo is a for-purpose organization and for more than 15 years, our focus has been human-centered work. Our purpose is to transition the world towards sustainability, and we do that by connecting authentically with people, listening to their needs, understanding their unique situations and strengths, and building solutions with their engagement for lasting change.

Our expertise and the expertise of our partners includes, but is not limited to:

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<td>Green building certification facilitation</td>
<td>Carbon monitoring, metering, and reporting</td>
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<td>Lean training and coaching</td>
<td>Energy consulting and modelling</td>
<td>Green building policy, operational procedure, and guideline development</td>
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<td>High Performing Team and staff/stakeholder engagement workshops</td>
<td>Green building science consulting and testing</td>
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<td>Green building inspections</td>
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Join us as we continue to innovate and contribute to transitioning the world towards sustainability. We look forward to hearing from you!

EcoAmmo is B-Corp Certified and has a JUST. label!

All inquiries and qualifications can be sent to info@ecoammo.com.