

PROGRAM MANAGER

Company: Sustainable Building Manitoba

The Program Manager will oversee the planning, coordination, and delivery of SBM programs and projects, including the Manitoba Home Retrofit Guides, to ensure timelines are followed, quality standards met, and engagement goals achieved.

By combining project management, stakeholder engagement, and content quality oversight, the Program Manager plays a pivotal role in advancing sustainable building practices in Manitoba. We are looking for someone who wants to grow within the organization and take on additional leadership as our work expands.

Responsibilities

- Manage plans, including timelines, deliverables, and milestones.
- Help refine guide content in collaboration with subject matter experts.
- Lead the engagement plan by planning and facilitating workshops, interviews, and validation sessions.
- Coordinate event logistics, address challenges as they arise, and ensure smooth execution.
- Recruit and coordinate volunteers
- Plan team meetings, maintain documentation and support grant and report writing
- Coordinate the development and input of content in the new Home Retrofit Guides online platform (Strapi) and ensure all content is approved and reviewed for accuracy, clarity and accessibility before adding it.
- Maintain a working understanding of SBM's broader work to better integrate the guides into organizational priorities.
- Collaborate on grant writing
- Support sponsor and member engagement and development strategies,
- Board and committee administration support
- Other duties as required

Skills & Experience

The ideal candidate will bring a mix of program management, communication, and engagement skills. Candidates will be required to use their own devices and establish their own working spaces for remote work. We're looking for someone who has:

- Experience managing multi-step projects with timelines, deliverables, and multiple partners.

- Strong writing and editing skills, with the ability to turn technical information into plain language.
- Experience facilitating group discussions, workshops, or interviews.
- Strong organizational skills, including the ability to track details across multiple tasks.
- Comfort with learning and using new digital platforms (experience with content management systems like Strapi or JoinIt is an asset).
- Ability to work independently and self direct while also collaborating effectively with a team.
- Experience with building science, sustainability, or energy efficiency (professional or academic) not required but preferred
- Experience working remotely
- Post-secondary degree or certification in Business, Management Environmental Science, Marketing, Communications, Project Management or equivalent is an asset

Equity & Inclusion Statement

We welcome and encourage people from all backgrounds, abilities, and experiences. If you require accommodations to participate fully in this role, please let us know so we can work together to meet your needs.

How to Apply

Please email your cover letter and resume to at with the subject line “Program Manager”

Job Type: Full-time

Expected hours: 28 – 35 per week

Hourly Rate: \$28 – \$35 per week

Annual Wage: \$39,000 – \$46,000

Benefits:

- Flexible schedule
- Paid time off
- Work from home

Application question(s):

- Where are you located?
- Please share your favorite sustainable building feature
- Ever been involved in a retrofit or renovation? If so how?
- Share a bit about a project or program you are proud to have coordinated.

Work Location: Hybrid remote in Winnipeg, MB.