



CANADA SUMMER JOBS PROGRAM

Project Development Officer

Insight Psychological Inc., a Canadian Business Growth 500 Award recipient, is a highly respected and rapidly expanding psychological service agency with service centres in Edmonton South/North/Downtown, Spruce Grove, Red Deer, and Calgary. We offer a multitude of specialized counselling and assessment services to children, adults, couples, families, groups, government and medical entities as well as organizations in various industries. In 2018, Insight launched its Corporate Care Program, specializing the training, support, and case management of workplace concerns related to psychological health & safety, sex & gender, harassment & bullying, interpersonal conflicts & difficulties, performance issues, and traumatic incidents.

We are currently seeking TWO suitable candidates (youth ages 15 to 30 are eligible for the program) to take on the 8-week term positions of Project Development Officers. Each position will be for 35 hours a week at \$19.00 per hour. The positions are based at our Edmonton South service centre.

Position Overview

Under the supervision of the Managing Partner and Project Coordinator, the Project Development Officer will work on the research, planning, and development of one or more of Insight's key strategic projects. The Project Development Officer will also provide assistance in Insight's marketing and business development activities.

Duties and Responsibilities

- Conduct thorough investigation/research and analyses on necessary aspects and components of a project concept.
- With the guidance of the Managing Partner, Project Coordinator, and/or Director of Operations, prepare and organize project plans that include the following components:
 - Project objectives
 - Targeted outcomes and deliverables
 - Service categories and content
 - Potential partners and collaborators
 - Action plan with schedules, due dates, and milestones
 - Required resources and cost estimates, be that material, human resources, or others
 - Compliance requirements where applicable
 - Risk assessment and mitigation
 - Gap analysis for required resources, compliance, risks, and/or other applicable factors
 - Effects the project on existing operation and resources
 - Other applicable factors
- Minimize the potential for project delays and ensure proper resolution of project issues and concerns by:
 - Looking out for causes for delays as well as any other issues and concerns at every stage of a project.
 - Communicating all project concerns, anomaly, or delays to management in a timely fashion.
 - Working with colleagues and subject matter experts to analyze, select, and apply appropriate solutions, mitigation strategies and/or alternatives for identified issues and concerns.
- Update project charts and schedules as well as prepare and present project status reports.
- Provide assistance in the development and execution of robust business development and marketing plans to materialize Insight's growth objectives.
- Work with our marketing and social media team to develop as well as disseminate attractive and compelling marketing materials and content.

Education and Experience

- Diploma or undergraduate degree in business or a related field. A suitable combination of education, training, and experience will also be considered.
- One or more years of relevant experience.

Knowledge, Skills and Abilities

- Highly organized and thorough, with strong attention to detail and accuracy
- Exceptional communication skills, both verbal and written
- A critical thinker that is action and results oriented
- Sound decision-making and problem-solving skills
- Efficient, flexible, and can effectively manage a demanding schedule with multiple priorities
- Highly self-motivated and can work independently with minimal supervision
- Technologically savvy, with intermediate to advanced Microsoft Office capability
- Ability to conduct research and analyses as well as develop budgets.

Screening Requirements

- Criminal Record Check

Review of applications will start immediately and continue until the right candidates are found. Selected candidates must be able to start work within a week of the job offer. Interested and qualified individuals are invited to forward their resumes at their earliest possibility to:

Julia Donnelly

Project Coordinator

Insight Psychological Inc.

2532 Ellwood Drive SW

Edmonton, AB T6X 0A9

Phone: 780-461-1717

E-mail: jdonnelly@insightpsychological.ca

We thank all applicants for their interest, however, only those selected for interview will be contacted.

For more information about our organization, please visit our websites at www.insightpsychological.ca and www.insightcorporatecare.com