the Black Arcs

Position Title:	**Project Manager**
Current Incumbent:	**Vacant**
Reports to:	**Director of Operations**
Position Classification:	**Project Administration**
Position Remuneration:	**$55,000 - $70,000 annual salary plus health benefits**
Position location:	**Work From Home / Halifax, NS**
Date prepared/revised:	**December 21st, 2021**

The Black Arcs is a software firm based in Fredericton, New Brunswick, building neighbourhood-level digital twins to support government, the private sector, and academia. Our flexible scenario planning tools are used to evaluate new development opportunities in cities, support decision-makers, and create datasets for researchers. Our mission is to foster a deep understanding of community-level decisions through accessible, intuitive digital simulations.

1. Purpose of the position:

The Project Manager will work closely with the Black Arcs management team and is responsible for making sure projects are on track. This involves project tracking, team coordination, documentation, and stakeholder engagement.

2. Major Duties and Responsibilities:

Agile Project Management – 60% of time

• Employ agile project management for software development teams;
• Continuous improvement of project management processes;
• Identify and resolve problems early in managed projects;
• Assist in the collection and documentation of user requirements;
• Participate in technical and corporate strategic planning.

Stakeholder Engagement – 20% of time

• Proactive engagement of customers, partners, and vendors to identify problems and opportunities.

Administrative Support – 20% of time

• Support management team in resolving unexpected problems and pursuing emerging opportunities when needed;
• Responding to queries via slack, email, or phone during normal business hours;
• Collaborating on project financial claims and reporting as required;
• Perform other related duties as required.

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3. Education and Expertise Required:

Considered an asset but not required, the Project Manager is in possession of a relevant college or university degree, and has completed formal education or training related to project management. The Project Manager ideally has 5 or more years of experience managing software-oriented projects, or 3+ years managing agile projects within small teams or start-up companies.

Competencies Required include:

• Strong interpersonal communication skills are essential;
• Eliminates inefficiency in work processes and procedures;
• Personal interest and awareness of key industry issues relevant to the company;
• Comfort proposing new ideas to management stemming from industry trends or potential opportunities;
• The ability to support team cohesion and encourage performance;
• The ability to take initiative, and a strong desire to succeed;
• The ability to be impartial and objective;
• Problem identification skills – an ability to effectively anticipate roadblocks in a rapidly changing environment.

4. Decision-Making

• The Project Manager will be called upon to make moderate to complex decisions on an ongoing basis and provide direction to the development team;
• The Project Manager will have authority to prioritize features for sprint scope.

5. Goals and Performance Metrics

• Client and stakeholder satisfaction at project conclusion;
• Accurate and understandable project reports and financial claims that are accepted by project funders without requiring revision.

6. Language

• Bilingualism is an asset but not required.

To be considered for this position please submit a resume and cover letter to Luke Robertson via email at luke@blackarcs.org with the subject line "Project Manager Application."