



PROJECT MANAGER: CONTRACT POSITION

BCDHA is seeking an innovative **Project Manager** with a background in **education, healthcare and technology** to support the association in developing and delivering a multi-year continuing education project for dental hygienists. Your diverse experience will prepare you to be involved in the planning, coordination, development and delivery of the updating and ongoing maintenance of our 21 Refresher Program Modules. You will use your experience and related expertise to tackle technical complexities, coordinate with partners and remain flexible to changes. You will lead the project from planning through implementation.

You will work with a dedicated team of professionals with a diverse skillset who thrive in a collaborative culture. We support communication, collaboration and success.

About BCDHA's Refresher Program Modules

BCDHA is the professional association representing dental hygienists in the province of British Columbia. In 2012, as part of our ongoing efforts to provide continuing education resources for dental hygienists, BCDHA developed a comprehensive review program consisting of 21 self-study modules, each module focusing on a specific area of dental hygiene practice. These modules have become valuable learning and study tools for hygienists as they fulfill their quality assurance requirements mandated by the Regulatory College.

BCDHA is implementing a thorough revision process for the Refresher Program, including the review and update of all 21 modules on an ongoing basis, and the implementation of online delivery and testing.

Build on your education and career experience as you:

- Develop a plan and infrastructure to update the existing 21 Refresher Modules and set in place a three-year oversight committee and target dates for the ongoing review of each module within a three year time-frame.
- Work with education partners, the Regulatory College, the BCDHA Board and staff, to ensure the appropriate members are appointed to develop the modules within the existing budget.
- Liaise with technical and design partners to move the Refresher Modules to an online version.
- Work with project stakeholders and staff to develop timely information with respect to the project status, ongoing issues, progress updates, challenges and opportunities.
- Work with leadership to maintain budgets, timelines, and ensure delivery of a successful project.

Are you passionate about joining our team? We will be looking for you to have:

- Current or previous PMP Designation.
- Five to seven years' recent project management experience.
- A strong understanding of implementation life cycles and a project management approach that is rooted in teamwork and collaboration (e.g. Agile Project Management).
- Experience in managing projects where experts and contributors have vastly different knowledge of systems and technical design.
- Strong communication and organizational skills.

You excel at working independently, as well as in collaboration with others. You are adept in your knowledge of all project management principles and methodologies. In order to succeed, you should have strong skills in partner engagement and strong communication.

Please submit a cover letter outlining estimated hours, rates and a resume or CV that highlights relevant experience to aburton@bcdha.com by August 23, 2019.