

Job Profile

Project Manager

Job Title:	Project Manager	Job Category:	Staff
Location:	Calgary, Alberta, Canada	Travel Required:	Occasional
Level/Salary Range:		Position Type:	Permanent Full-Time
Reports to:	Director of External Relations and Communications	Date posted:	May 5, 2025

Job Description

Carbon Management Canada (CMC) is hiring a Project Manager (PM) to lead one or more projects in the areas of controlled release testing of new technologies in the atmospheric fugitive emissions space, R&D of technologies and pathways for derisking underground CO₂ storage and education, training and outreach for the low-carbon management sector.

An initial project of focus is CMC's new three-year, Talent Acceleration and Career Training in Low-carbon Energy (TACTILE) project, which will engage professionals in industry, recent graduates, youths, and various other stakeholders interested learning and applying skills in carbon capture utilization and storage (CCUS). Specifically, TACTILE will develop and deliver CCUS-focused education and training to 1,200 students in conjunction with industry, education partners, and career and community-serving agencies.

As a PM at CMC, you will be responsible for leading and delivering project objectives, managing project resources, monitoring and managing timelines, and controlling costs. You will have a firm understanding of the various project phases, including planning, execution, control/monitoring, and closing.

The PM will have responsibility and accountability for delivering the project from start to finish, including activities such as:

- Identifying project goals, scope, timelines and milestones
- Planning and documenting project tasks and activities
- Ensuring project deliverables are provided with attention to scope and quality; delivered on-time, within budgets; and issues are identified, escalated and mitigated
- Managing all project resources, including staff, budgets, partners, contractors, vendors and stakeholders
- Effectively communicating with stakeholders, both internal (staff, partners) and external (industry, suppliers, collaborators, and public)

- Participating in engagement and outreach activities and events for the project
- Procuring items and services required for project delivery
- Eliminating roadblocks and potential risks
- Documenting project's process using various project management tools to ensure top-quality results and project success
- Tracking and recording metrics, and completing reports on KPIs, costs and status on a regular basis
- Other activities that promote best practices and enhance the execution of the project

Required Skills and Qualifications

- Post-secondary degree or diploma
- PMP designation or working towards PMP designation
- 3-5 years' full-cycle project management experience, ideally with multi-disciplinary and/or multi-stakeholder groups
- Demonstrated ability to coordinate the activities of many contributors to advance projects
- Ability to prioritize multiple tasks or activities with strong time management skills
- Ability to take a proactive role executing and completing projects
- Strong interpersonal skills, ability to build and maintain relationships
- Logical, analytical and critical thinking skills and the ability to problem-solve
- Ability to deliver presentations, write reports and facilitate meetings with multiple stakeholder groups
- Class 5 Driver's License

Preferred Skills and Qualifications

- Previous experience in the energy sector, geoscience, or reservoir engineering
- Ability to communicate information clearly and concisely
- Experience managing staff and clients
- Familiarity with CCUS and carbon management
- Willingness to travel for work and be comfortable visiting CMC's field site in southeastern Alberta occasionally.

About CMC

CMC specializes in advancing strategies and technologies for emissions storage, management and reduction that shape Canada's low-carbon landscape. CMC provides applied research programs and technical services for geological CO₂ storage (CGS) to support CCUS deployment; testing and validation of atmospheric fugitive emissions monitoring technology; and CCUS education, training and outreach initiatives. CMC develops monitoring, measurement, and verification (MMV) strategies and validates technologies at its Newell County Field Research Station (FRS). These technologies ensure long-term safety and environmental protection by verifying that injected CO₂ behaves as expected in the subsurface. As a non-profit organization, typical CMC projects and programs leverage industry support and cost-share against grants from federal or provincial funding agencies. CMC also offers consultancy services to selected clients within the above areas of expertise.

CMC is an equal opportunity employer with a diverse staff and a collaborative team culture. CMC offers a competitive compensation package including flexible leave and hybrid work policies, professional development opportunities, RRSP matching, and medical/dental coverage and health spending account.

Note: CMC incentive programs have certain eligibility requirements and may be subject to employment type.

How to Apply

Send your resume and cover letter to admin@cmcghg.com by **11:59 pm on Friday, May 23, 2025**.

We would like to thank all candidates for their interest in CMC. Applicants must be legally eligible to work in Canada at the time of application to be considered. Please note, only those candidates chosen to continue through the selection process will be contacted.

Carbon Management Canada

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