



AWMAC National GIS Program Manager

Job Description

Position Title: AWMAC National GIS Program Manager

Reporting to: National Executive Director

Rate of Pay: \$70,000/annually

Position Type: Full-time, 37.5 hours a week

Location: Remote, anywhere in Canada

Overview: The National Guarantee and Inspection Service (GIS) Program Manager will organize, coordinate and promote the GIS Program across Canada. The National GIS Program Manager will oversee the AWMAC Certified GIS Inspectors, who work independently and interdependently with AWMAC Chapters. The GIS Program is an integral piece of AWMAC's history, and our future. The ideal candidate will be a proven leader, with experience in the architectural woodworking sector.

The Architectural Woodwork Manufacturers Association of Canada (AWMAC) is the national voice of the architectural woodwork industry in Canada. The GIS is a national program designed to ensure that quality architectural woodwork is delivered on every project, while following and meeting the AWMAC Standards Manual, at time of tender.

Duties and Responsibilities:

- Be "in the know" on all Chapter and Inter-Chapter GIS projects
- Work with Chapter Admins for smooth administration of the program
- Train GIS Inspectors
- Liaise with GIS Inspectors across Canada, being available for mentorship as needed
- Formulate strategies, goals and objectives to improve the GIS Program
- Recruit GIS projects, garnering additional revenue
- Lead and evaluate GIS key-performance indicators (KPIs), and set targets each new quarter
- Develop an annual GIS budget
- Assume responsibility for the GIS Program's participants and vendors
- Lead the annual GIS Award process ahead of each National AGM
- Resolve GIS projects' higher scope issues, including tier infraction escalations
- Attend GIS Committee and GIS Inspectors meetings as needed
- Prepare reports for the National Board of Directors and GIS Committee, where applicable
- Develop GIS promotional materials, such as presentations, brochures, etc.
- Promote GIS across Canada through GIS lunch and learns, conferences, and other public-facing events
- Assist with GIS Committee Action Items

Requirements:

- Expert knowledge of AWMAC's GIS Program;
- Experience with the NAAWS Manual;
- Proven experience using Microsoft365, QuickBooks Online, WordPress, Canva, and Adobe;
- Knowledgeable about building construction in general and specifically, architectural woodwork;
- Familiar with plans, specifications, and shop drawings;
- Strong ethic with impartiality, not in conflict with the work being inspected;
- Good interpersonal written and oral communication skills;
- Ability to work independently while maintaining regular coordination with the AWMAC Chapter;



- Experience with business strategies and office procedures;
- Problem solving, initiative and resourcefulness is a must in this position;
- Strong attention to detail;
- Ability to work independently or within a team;
- Flexible and adaptable to different situations; and
- Valid Driver's License with the ability to travel within Canada on occasion.
- ***Experience working with AWMAC's GIS Committee will be considered an asset.***

Application Deadline: December 2, 2024

Please submit a cover letter and resume by email to: info@awmac.com