



Organization: PTAC Petroleum Technology Alliance Canada

Job Title: Project Manager (Contractor) – Ongoing and Future Opportunities

Location: Calgary, Alberta

Position Type: Contract Part Time (with potential for extension)

Start Date: Immediate

Company Background

PTAC Petroleum Technology Alliance Canada (PTAC) is a neutral, non-profit facilitator of collaborative R&D and technology development, partnering with industry stakeholders to transform challenges into opportunities. PTAC advances innovative projects that reduce costs, improve operational efficiency, enhance environmental stewardship, and support regulatory development, providing the Canadian energy sector with the social license to operate.

Overview

PTAC is seeking experienced Project Manager contractors for existing and future projects. Contractors will be matched to opportunities based on their expertise, availability and interests, supporting PTAC's mandate through project leadership, committee management, and preparation of funding applications.

Project Managers with expertise in the following areas will be prioritized:

- Environmental Management (Air, Water, Ecology, Reclamation, Remediation, Well Decommissioning)
- Mature Asset Strategies
- Methane Emissions Reduction
- Digitalization and Artificial Intelligence
- Canadian Fuel Regulations
- Flaring Mitigation
- Small Medium Enterprise Technology support
- Other areas relevant to PTAC's mandate

Key Responsibilities

- Lead project planning, execution, and delivery according to schedule and budget
- Develop and manage detailed project plans, timelines, and resource allocations
- Coordinate stakeholder engagement, including committee facilitation and producer interviews
- Oversee technology scans, data analysis, and comparative evaluations
- Prepare comprehensive reports and presentations for stakeholders



- Ensure compliance with regulatory and funding requirements
- Monitor project expenditures and ensure alignment with budget estimates
- Foster a collaborative, results-driven team environment

Qualifications

- Bachelor's degree in Engineering, Environmental Science, Energy Management, or related field
- Minimum 5 years of project management experience (experience level dependent on project complexity)
- Proven track record in project management, preferably with PMP certification
- Experience with technology evaluation, data analysis, and stakeholder engagement
- Demonstrated ability to foster and lead cross-functional collaboration, build consensus among diverse stakeholders, and contribute to a culture of shared innovation
- Strong analytical, organizational, and communication skills
- Experience with environmental management, emissions reduction, or regulatory projects
- Familiarity with PTAC's neutral facilitation model and nonprofit governance
- Experience working with multi-stakeholder committees or collaborative research projects

Skills

- Project planning and execution
- Stakeholder engagement and facilitation
- Data analysis and reporting
- Budgeting and financial management
- Strong written and verbal communication
- Ability to manage multiple priorities and work independently
- Application Writing: Lead or support the development of funding applications for R&D and technology projects.
- Study Analysis: Manage studies from scoping and initiation through planning, execution, closing, and reporting.
- Committee/Project Management: Facilitate technical committees or oversee multi-stakeholder projects, ensuring collaborative decision-making and successful delivery.

Timeline

This is a continuous intake process – contractors will be matched to projects as opportunities arise. Applications will be kept on file for 12 months.

**Working Conditions**

- This position includes office and inside work with infrequent travel and exposure to outside hazards. No field operations required.
- This is a hybrid position, requiring the contractor to be in-office several days per week in Calgary, with the flexibility to work partially remote, while ensuring consistent access to virtual meeting platforms.

Wage is commensurate with experience and qualifications. For more information on PTAC, visit our website at www.ptac.org.

Application Process

Please submit a cover letter outlining your expertise and interests, along with your resume, to kcheyne@ptac.org using the subject line "Project Manager – Contractor Application."

We thank all applicants for their interest, however, only those being considered will be contacted.