



Position: Project Management Administrator
Group: Research & Development
Position Type: Contract Full-Time
Contract Term: Until October 1, 2027
Hours of Work: 35 hours/week
Job Grade: AD3
Annual Salary*: \$45,412 - \$67,904 (*commensurate with experience)
Expected Starting Salary: \$45,412
Job Posting #: JP-05-2026
Posting Dates: 2026 02 09 – Until Filled

Project Management Administrator Research & Development

Come join Canada's leader in horticultural research and innovation and grow your career with us!

Vineland Research & Innovation Centre (Vineland) is a uniquely Canadian results-oriented organization dedicated to horticulture science and innovation. We are an independent, not-for-profit organization, funded in part by the Sustainable Canadian Agricultural Partnership (Sustainable CAP), a five-year, federal-provincial-territorial initiative. We deliver innovative products, solutions and services through an integrated and collaborative cross-country network to advance Canada's research and commercialization agenda.

Vineland is situated on treaty lands. These lands are steeped in the rich history of the First Nations including the Hattiwendaronk, the Haudenosaunee, the Anishinaabe and the Mississaugas of the Credit First Nation. Many First Nations, Métis and Inuit people from across Turtle Island live and work in Niagara today. Vineland stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live. As treaty people, residents, and caretakers, we are committed to continuous learning and a deep respect for Indigenous people, culture and history.

What we're looking for...

Reporting to the Vice President, Research & Development, the Project Management Administrator supports the Project Management Office (PMO) and Customer Relationship Management (CRM) System at Vineland. This role contributes to the implementation of project management practices, assists with CRM system administration, and helps ensure project transparency and effective delivery. The Project Management Administrator is expected to perform tasks independently or with minimal supervision, focusing on routine and moderately complex assignments.

What you'll do...

- Administer operationalization of PMO processes, tools, and templates.
- Support the implementation of project management practices across teams, providing guidance on established methodologies and business indicators.
- Contribute to project reporting by collecting and organizing data, preparing updates, and supporting proactive insights for management.
- Provide support to project teams, helping to coordinate scope, schedule, budgets, communication, and risk management under the direction of the Project Management Business Advisor and/or VP, R&D.
- Participate in training and deployment of project management materials and best practices.
- Track project milestones, risks, and resource requirements, reporting findings to senior staff.

What we need from you...

- College diploma and 3-5 years relevant experience, or undergraduate degree in a related field and 1-3 years relevant experience preferred.
- Experience supporting project delivery and operational tasks in a public sector, not-for-profit, or research environment.
- Exposure to project management systems and CRM systems is an asset.
- PMP (Project Management Professional) training or interest in pursuing certification is preferred.
- Good analytical and problem-solving abilities.



- *Discretion and experience handling confidential information.*
- *Ability to adapt to changing priorities and support project adjustments efficiently.*
- *Ability to facilitate effective project team meetings with guidance.*

*(*A more comprehensive position outline is available upon request.)*

Contract Duration...

- *18 months (approximately until October 1, 2027)*

Why work for us...

Our people are the most important asset in achieving our goals and are known in the world for their excellence in science and entrepreneurship. Our staff enjoys an exciting and challenging work environment noted for collaboration and knowledge sharing.

Vineland strives to create an environment that brings the power of diversity to life. We welcome applications from all qualified candidates including women, Indigenous peoples, members of visible minorities and racialized groups, persons with disabilities, persons of the 2SLGBTQIA+ community, and others. In accordance with all applicable provincial accessibility standards, accommodations are available upon request for candidates taking part in all aspects of the recruitment, selection and/or assessment process.

And there's more...

- Flexible work arrangement
- Competitive Salary
- Comprehensive health benefits
- Paid vacation
- Employee perks
- Company Events

If selected to join our team:

You will be required to present proof of education (original transcripts/credentials). Credentials obtained outside of Canada require an evaluation to determine the Canadian educational equivalence. This evaluation must support the educational requirements for the position as a condition of employment. For further information, visit: World Education Services at: <http://www.wes.org/ca>.

Contact us...

We look forward to hearing from you!

Vineland is located at 4890 Victoria Avenue North*, Vineland Station, Ontario, Canada.

*(*Please note that this location is not accessible by public transportation.)*

Website: www.vinelandresearch.com

E-mail: careers@vinelandresearch.com

We appreciate all applications received; however, only candidates selected for an interview will be contacted. We confirm that we do not use AI in screening, assessing or selecting candidates; and this position is an existing vacancy.

For more information on Vineland Research and Innovation Centre, visit us at www.vinelandresearch.com.