

JESSE JAMES

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PROFESSIONAL SUMMARY

Relationship-focused professional with expertise in sustainability planning, stakeholder engagement, and program coordination. Proven track record of translating complex technical information into accessible formats across municipal, community, and senior living sectors. Established network of contacts within water management organizations including the EPA and US Water Alliance. Passionate about collaborative approaches to sustainable resource management and community development.

RELEVANT EXPERIENCE

WATERWORTH, Victoria, BC

Talent Acquisition Lead | September 2023 - January 2025

- Connected municipal leaders, CFOs, and elected officials across 51 states and provinces with sustainable planning technology solutions
- Established relationships with EPA, US Water Alliance, and other water management stakeholders, creating a valuable network in the environmental sector
- Translated complex intergenerational financial models into accessible formats for diverse audiences
- Implemented collaborative processes that aligned organizational needs with community sustainability goals
- Facilitated meaningful conversations between technical experts and municipal decision-makers

NATIONAL STRATEGY COUNCIL (NSC), Victoria, BC

Administrative Assistant | July 2023 - March 2025

- Coordinated multi-stakeholder initiatives requiring precise documentation and communication
- Managed information flow between diverse participants to ensure collaborative decision-making
- Developed and maintained program documentation and reporting systems
- Supported leadership in strategic planning and implementation

iPURPOSE, Victoria, BC

Campaign Coordinator | May 2024 - February 2025

- Designed and implemented targeted program initiatives with measurable outcomes
- Created engaging communications that translated complex concepts into compelling narratives
- Tracked program metrics and produced analytical reports on effectiveness
- Built relationships with community partners to enhance program reach and impact

AMICA SENIOR LIFESTYLES, Victoria, BC

Community Relations Specialist | November 2022 - July 2023

- Developed and implemented marketing and community engagement plans in collaboration with management
- Researched, planned, and coordinated community events to build meaningful relationships
- Created analytical reports to assess program effectiveness and inform future planning
- Managed prospect database and maintained regular stakeholder communications

CHERISH AT CENTRAL PARK, Langford, BC

Community Relations Specialist | September 2021 - May 2022

- Conducted bi-monthly community meetings to gather feedback and address stakeholder concerns
- Researched feasibility of community requests and proposed solutions to leadership
- Demonstrated flexibility by managing multiple roles during staffing shortages
- Collaborated across departments to develop and execute community programs

KEY SKILLS & CAPABILITIES

Stakeholder Engagement & Relationship Building

- Cultivated relationships with diverse stakeholders including government officials, community leaders, and technical experts
- Facilitated collaborative decision-making processes across multiple sectors
- Maintained communication networks spanning municipal, environmental, and community organizations

Program Development & Implementation

- Designed, coordinated, and evaluated programs across multiple sectors
- Tracked program metrics and produced analytical reports to guide strategic planning

- Developed systems for monitoring program effectiveness and stakeholder satisfaction

Communication & Knowledge Translation

- Transformed complex technical and financial information into accessible formats for diverse audiences
- Created compelling narratives to engage stakeholders and explain program objectives
- Developed internal and external communications including reports, presentations, and marketing materials

Sustainability Planning

- Supported municipal leaders in understanding and implementing sustainable resource management
- Engaged with environmental organizations and regulatory bodies on sustainability initiatives
- Translated long-term planning models into actionable insights for decision-makers

EDUCATION & CERTIFICATIONS

University of Victoria

Business Administration and Management | 2016 - 2017

University of Alberta

Bachelor of Commerce (BCom) | 2002 - 2006

Focus: Business, Management, Marketing

Certification: The Fundamentals of Digital Marketing