



Wuikinuxv Kitasoo Nuxalk Tribal Council

JOB POSTING

The Wuikinuxv Kitasoo Nuxalk Tribal Council (WKNTC) is currently accepting applications for the contracted employment position of:

Housing Project Manager

The Housing Project Manager will work with our member Nations and BC Housing to support housing needs in our three communities. Working under the strategic direction of a Steering Committee comprised of representatives from the Nations, the Project Manager will work with each Nation's housing team and will submit reports to the WKNTC's Senior Administrator.

The successful candidate will provide support and oversight in the areas of home maintenance, asset and project management and will coordinate appropriate training opportunities. The Project Manager will be the key liaison between the WKNTC Steering Committee and BC Housing.

This project falls under the British Columbia Housing Asset Strategy Stream and will be based in Nuxalk territory, Bella Coola, in the WKNTC offices. Funding for a three-year term is based on Indigenous Services Canada satisfactory reporting requirements.

The Housing Project Manager for the Wuikinuxv, Kitasoo and Nuxalk Nation's key responsibilities are:

- Liaison among all parties as appropriate
- Implement work plan to meet specified deliverables and outcomes
- Arrange for training and capacity building as appropriate
- Provide support for the housing teams especially in the areas of planning and proposal writing
- Arrange for meetings, on-line and/or in-person, as appropriate
- Develop and evaluate asset management programs for communities
- Assist with day-to-day asset management activities
- Track performance and provide quarterly updates to the Steering Committee on activities and progress

- Provide resources and support to the housing managers
- Regularly review progress according to deliverables and outcomes

The successful candidate will possess the following qualifications:

- Post-secondary education in project management and/or an equivalent combination of education and experience
- Advanced computer skills and experience in accessing databases
- Experience with the Amaresco's Asset Planner system and the construction field is an asset
- Excellent analytical, critical thinking, organizational and planning skills
- Ability to build collaborative working relationships and work effectively in a variety of team settings as well as independently
- Ability to provide technical leadership, direction and mentorship to other individuals
- Ability to take initiative, be self-motivated and to manage changing priorities
- Excellent written and oral communication skills
- A valid BC driver's licence and access to a vehicle
- Ability to travel to the Nation's communities and occasionally to Vancouver
- Knowledge of the member communities will be considered an important asset

With qualifications being equal, preference will be given to members of the Wuikinuxv, Kitasoo and Nuxalk Nations. Appropriate training will be provided through our partnership with BC Housing. The successful candidate must pass a criminal record check. Salary with benefits will be commensurate with experience, education and skills.

The preferred starting date for this position is May 11th 2022.

Please send by email, your current resumé along with a cover letter and three (3) work references to:

Wuikinuxv Kitasoo Nuxalk Tribal Council
P.O. Box 760, 650 Cliff Street, Bella Coola BC V0T 1C0
Email: wkntribalcouncil@gmail.com

Closing date for accepting applications will be 4:00 pm on Thursday April 21st 2022. All applications will be received and reviewed in strict confidence.