



*We invite you to apply for the position of...*

**WELLNESS CENTER PROJECT MANAGER  
SOCIAL SECTOR  
TEMPORARY (6-MONTH) CONTRACT POSITION**

*The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance, and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally and respectfully.*

**VISION ADVANCEMENT:**

The Ktunaxa Nation Council's purpose in working together is to achieve a shared vision. Every position within the KNC has a part to contribute

*Strong, healthy citizens and communities, speaking our language and celebrating who we are and our history in our ancestral homelands, working together, managing our lands and resources, within a self-sufficient, self-governing Nation.*

**POSITION SUMMARY:**

This position will play a lead role in creating, directing, coordinating and advising the respective partners to advance the work-plan and Seven Nations Soaring Eagles Wellness Center into operations. The position will actively engage with Lower Kootenay Band, the architect, Ktunaxa Nation, collaborating Ktunaxa Bands and FNHA to meet and achieve respective accountabilities, shared goals, and outcomes for the wellness centre and facilitate the myriad of activities to bring this project through the start to end of the development phase. This means that the Project Manger will liaise and collaborate with the partners to integrate the program with the infrastructure and work through the administrative responsibilities to bring the center to life. This position will navigate Indigenous Services Canada (ISC) processes to establish the land lease with LKB.

**PROBLEM-SOLVING**

- Understand the administrative process of Indigenous lands with ISC;
- Liaise with general contractor and partners to ensure project meets requirements;
- Manage project priorities, wants and needs;

- Understanding of complex Indigenous political landscapes;
- Ensure project remains on time and on budget;
- Support LKB through design and construction phases of project;
- Lead and facilitate partner communities and organization communications throughout the project process.

## **DUTIES AND RESPONSIBILITIES**

1. Reporting to the Social Sector Administrator, ensure regular reporting to partnering communities and agencies;
2. Facilitate the Land Lease process between LKB, FNHA, and ISC;
3. Ensure the architect aligns program vision and curriculum with infrastructure design;
4. Finalize architect design in collaboration with stakeholders;
5. Support recruitment of qualified contractors;
6. Provide leadership in the creation of governance structures;
7. Ensure unity and alignment between program vision and infrastructure;
8. Engage with and coordinate partners;
9. Assist to identify and mediate issues;
10. Ensure that accountabilities and shared goals are met;
11. Society Act development.

## **POSITION QUALIFICATIONS**

### **Academic Preparation**

- Bachelor's degree from an accredited educational institution in Program management, Business, Law, engineering, or related field.
- Project Management Professional designation considered an asset.

### **Experience**

- 5 years' experience in a leadership role within an Indigenous context;
- 5 years' experience in project management;
- Experience with infrastructure development;
- Experience with Indigenous lands and titles;
- Experience establishing non-profit society in an Indigenous context;
- Experience with Indigenous culture and healing approaches;
- Competency in managing concurrent project priorities and critical project paths.

### **Required Knowledge, Skills & Abilities**

- Ability to work respectfully amongst many levels of hierarchy and administrations;
- Demonstrated ability to work independently and as a team member;
- Comprehensive knowledge of adult education principles, methods, and tools;
- Demonstrated ability to organize work, set objectives and establish priorities; manage time and resources, implement activities to promote cooperation among the interdisciplinary team and collaborates across disciplines;
- Basic understanding of Aboriginal wellness challenges;
- Willingness to learn and increase knowledge of the Ktunaxa people;
- Excellent communication skills, both oral and written;

- Ability to deal with others effectively; and have strong interpersonal skills;
- Proficient computer skills with Microsoft Office and Adobe, electronic documentation control, blueprints, approval processes, project management software and navigating and accessing relevant online information (e.g. government forms);
- Good to strong capacity for technology, in particular with Electronic Medical Record (EMR) systems;
- Proven ability to work well under pressure; particularly during stressful situations.

#### **Other Skills, Knowledge, and experiences**

- Must possess a valid BC driver's license and reliable vehicle (with business insurance).
- Criminal record check (including vulnerable sectors check).

#### **WORKING CONDITIONS**

Position Required Travel.

- Travel required to all Ktunaxa communities on a regular basis.

**The Ktunaxa Nation Council is committed to providing and maintaining a safe and healthy work environment for all employees and the people, Communities and Bands that we serve. Successful candidates must be fully vaccinated against infection by COVID-19. Candidates who are unable to be vaccinated due to a personal characteristic protected under applicable human rights legislation may request to be exempt from this requirement.**

**Ktunaxa candidates are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center. Ktunaxa Applicants are encouraged to apply for this position regardless of experience or qualifications as on-the-job training may be considered.**

*Come with your willingness to learn!*

Please submit your cover letter and resume telling us what attracts you to the position and how your experiences relate.

**Human Resources  
Ktunaxa Nation Council  
PO 7825 Mission Road  
Cranbrook, BC V1C 7E5  
KNC-HR@ktunaxa.org  
Fax: (250) 489-2438**

**CLOSING DATE: Open until filled.**

*We thank those who apply; however, only those selected for an interview will be contacted.*