




Project Coordinator (Term)



The Nuu-chah-nulth Tribal Council (NTC) is looking for a term (to March 31, 2022) project coordinator who can assist with the “Indigenous Component of Health Life Trajectories Initiative” (I-HeLTI). Following the goals of the project and reporting to the Director of Health, the I-HeLTI Project Coordinator will direct the investigation into early developmental origins of mental and cardio-metabolic health starting at conception; and, to explore the efficiency of exiting NTC interventions.

Responsibilities include:

- Support the I-HeLTI project's leads in overall planning and coordination of project objectives, providing administrative / research support to team members as needed / liaise between team institutions and members
- Support the submission and management of ethics approval applications, participate in the development of protocols, and coordinate fieldwork, data and bio-specimen collection as well as analysis and evaluation of interventions following strict adherence to standard health governance structures
- Help build positive relationships and engage community participation
- Prepare meeting minutes, records, reports and other documentation as required by partner governance bodies and communities

Preferred Qualifications:

- A Bachelor's degree relevant to public health with a preference given to expertise in Indigenous peoples' health
- Minimum of two years' experience (with graduate degree) or five years (with undergraduate degree) in research (involving quantitative and qualitative) project management including budgeting, planning and coordination
- A clear understanding of OCAP and CIHR CHAPTER 9: TCPS2 Ethics Guidelines: Research Involving the First Nations, Inuit and Métis Peoples of Canada
- Familiarity with word, excel and other computer software relevant to project management
- Strong written and oral communication skills, and a strong ability to work in a team environment
- Knowledge of CIHR grant management and reporting processes.
- Familiar with Nuu-chah-nulth First Nations culture family systems considered an asset
- Able to provide acceptable references and criminal record check

Competitive benefit package; and, salary based on qualifications and experience: salary range \$49,000 - \$63,000. For further information contact: Lynnette Lucas, Director of Health by email: Lynnette.Lucas@nuuchahnulth.org.

Apply by 4pm **February 7, 2020** by sending your cover letter, resume and three references (available for contact) to:



Nuu-chah-nulth Tribal Council
P.O. Box 1383
Port Alberni, BC V9Y 7M2
Attn.: *Human Resource Manager*
Fax: (250) 723-0463

Email: apply@nuuchahnulth.org

(We regret that we will only respond to those applicants chosen for an interview)

Nuu-chah-nulth Tribal Council