




Project Coordinator



The Nuu-chah-nulth Tribal Council (NTC) is looking for a Research Project Coordinator who can provide support to a long-term study, “Indigenous Component of Health Life Trajectories Initiative” (I-HeLTI) to learn how to improve the health and wellness of Indigenous children. This permanent, full-time position is based out of Port Alberni and offers the opportunity for hybrid work. Most responsibilities can be completed remotely, but the coordinator will need to be on-site at the NTC main office in Port Alberni a few times per month. The Research Project Coordinator will be required to travel to NTC member First Nations on occasion, at the discretion of their supervisor. The selected candidate must reside on Vancouver Island, to ensure they are driving distance to Port Alberni and NTC member First Nations.

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 applications, participate in the development of procedures and policies, populate and manage online survey platforms, coordinate fieldwork, plan data and bio-specimen collection, support and promote perinatal programming.
- Help build positive relationships and engage community participation.
- Prepare meeting minutes, reports and other documentation as required.

Preferred Qualifications:

- Bachelor’s or Master’s degree relevant to public health.
- Experience in health research and/or health-related project coordination or management.
- Work with, or an understanding of research with Indigenous peoples, including an understanding of OCAP and CIHR CHAPTER 9: TCPS2 Ethics Guidelines: Research Involving the First Nations, Inuit and Métis Peoples of Canada.
- Strong written and oral communication skills, and a strong ability to work in a team environment.
- Knowledge of grant management and reporting processes.
- Familiar with Nuu-chah-nulth First Nations.
- Able to provide acceptable references and criminal record check.

Salary based on qualifications and experience: annual salary range \$63,000 - \$75,000.



Apply by **1 pm, October 30, 2024**, by sending your cover letter, resume & three references (available for contact) to:

Nuu-chah-nulth Tribal Council
Email: apply@nuuchahnulth.org

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Nuu-chah-nulth Tribal Council