




## Project Manager (Research Initiative) Full-time or Part-time



The Nuu-chah-nulth Tribal Council (NTC) is looking for a permanent, full-time or part-time Project Manager who can provide managerial leadership to a long-term study “Indigenous Component of Health Life Trajectories Initiative” (I-HeLTI) to learn how to improve health and wellness of Indigenous children. The I-HeLTI Project Manager will aid in leading a project team and reports to the NTC Research Associate Lead. Based out of Port Alberni, this position is predominantly remote and offers the opportunity for hybrid work. The Project Manager will need to be on-site at the discretion of the supervisor. The selected candidate must reside on Vancouver Island and be within driving distance to Port Alberni. Additional travel may be required.

This role is focused on managerial and administrative support of a large CIRR i-HeLTI grant.

### Responsibilities Include

- Provides managerial oversight to project planning and coordination.
- Collaborates with other Department of Health Managers and builds relationships between local community health resources and the First Nation communities.
- Translates funding guidelines and post-award compliance requirements, communicates these guidelines to all involved parties, and oversees the completion of funding administrative tasks.
- Tracks and monitors funding.
- Initiates administrative content development, such as agreements, contracts, protocols, and frameworks.
- Develops and implements policies and procedures that support inter-institutional coordination of grant administration.
- Oversees the submission and management of ethics approval applications.

### Preferred Qualifications

- Bachelor's or Master's degree relevant to public health with a minimum of two years' (Master's) or five years (Bachelor's) experience in research project management including budgeting, planning and coordination with a preference given to expertise in Indigenous peoples' health.
- Research experience in maternal health or child development.
- A clear understanding of OCAP and CIHR CHAPTER 9: TCPS2 Ethics Guidelines; research involving First Nations, Inuit, and Métis Peoples of Canada.
- Ability to balance western and traditional Indigenous worldviews in practice.
- Familiarity with word, excel and other computer software relevant to project management.
- Experience with quantitative and qualitative research methods.
- Data analysis capability.
- Strong written and oral communication skills.
- Knowledge of CIHR grant management and reporting processes.
- Excellent and problem-solving and time-management skills.
- Give permission to reference check any past employer and provide an acceptable criminal record check.
- Valid BC driver's licence, reliable vehicle, and willingness to travel.

**Salary based on qualifications and experience: annual salary range \$70,000 - \$86,000.**



*Open until filled.* Apply by sending your cover letter, resume, and three references (available to contact) to:

**Nuu-chah-nulth Tribal Council**

**P.O. Box 1383**

**Port Alberni, BC V9Y 7M2**

**Email: [apply@nuuchahnulth.org](mailto:apply@nuuchahnulth.org)**

*We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.  
Candidates must be legally entitled to work in Canada to be considered for this position.*

# Nuu-chah-nulth Tribal Council