



huuayaht

ANCIENT SPIRIT, MODERN MIND

Job Posting

Fulltime Position: Infrastructure and Capital Projects Specialist

Location: Port Alberni and some travel to Anacla (Bamfield)

Salary Range: \$72,000 - \$82,000

Authority Relationship: Reports to the Director of Capital and Infrastructure

The Infrastructure and Capital Projects Coordinator is accountable for:

- Administering contracts, agreements, budgets, procurement, reporting and relationships.
- Providing key administrative support to the Director of Capital and Infrastructure and other departmental management staff.
- Maintaining confidentiality and neutrality at all times.
- Promoting a performance-focused environment in alignment with the HFN's values, culture and business goals.

Job Duties:

- Responds to preliminary department enquiries and supports follow up as necessary.
- Manages various routine department accountabilities.
 - Provides information to applicants and advises on processes.
 - Coordinates internal application review and approval process.
 - Logs and tracks applications.
- Maintains the department filing;
 - Administers and monitors invoices
- Supports Capital and Infrastructure related office administration and correspondence processes.
 - Takes responsibility for routine office procedures and administrative tasks.
 - Maintains filing and document management systems for the department
- Coordinate internal resources and support the execution of projects and department purchases as well as establish and maintain relationships with third parties/vendors
- Ensure that all purchases and ordering are delivered on time, within scope and within budget
- Assist in the definition of scope and objectives in purchasing, involving all appropriate staff in the department
- Ensures requirements in the HFN Purchasing Policy and HR policy are followed
- Ensure purchasing contracts, contribution agreements and services are properly administered and reported upon
- Support in preparing quotes for proposals, support tender packages and any other associated quotes, information or documentation required



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- Develop plans, spreadsheets, diagrams and documents to monitor and track progress as well as efficiency or as needed
- Works with staff and manages associated budget as well as provides reports in accordance with the Huu-ay-aht vision, mission and values
- Perform risk management to minimize purchasing risks
- Works within the priorities of the team
- Attend all staff meetings as directed, or any other meeting required
- Complete any other task or duty as directed
- Occasional field work
- Attends internal and external meetings and training as directed.
- Other duties as required to achieve organizational goals and operational needs.

Operational Requirements:

- Valid class 5 driver's license.
- Work in Anacla Government Office (AGO) when requested. An HFN vehicle will be provided.
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background checks, including employment verification and reference checks.

Education and Experience Requirements:

- Demonstrated ability and experience in upholding the HFN Organizational Values: Professionalism, Respect, Health, Effective Communication, Trust, Support.
- Office Administration related certification, successful completion of Secondary or Post Secondary school or trades program initiatives, or an acceptable combination of education, training and experience.
- 3 – 5 years minimum experience in Office Administration
- Knowledge of project management.
- Strong administrative and organizational skills including project management, strategy development and program implementation.
- Strong budget management skills and experience
- Strong interpersonal skills including ability to work in a team environment.
- Strong technical writing skills with attention to detail and ability to use MS Office tools.
- Must be reliable, diligent, and accountable for time and actions on the job.
- Excellent oral and written communication and presentation skills with attention to detail and ability to use MS Office tools and other software applications.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org, by fax 250-728-1222 or mail att: Human Resources, 4644 Adelaide St., Port Alberni, B.C., V9Y 6N4. Please quote Project Manager. Closing date: October 31, 2024.



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Vision - *The Huu-ay-aht envision a strong, self-governing and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy and sustainable community; where our culture, language, spirituality and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

HUU-AY-AHT FIRST NATIONS VALUES

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other