




Project Manager (Research Initiative)



The Nuu-chah-nulth Tribal Council (NTC) is looking for a permanent, full-time Project Manager who can lead a long-term study “Indigenous Component of Health Life Trajectories Initiative” (I-HeLTI) to learn how to improve health and wellness of Indigenous children. Based out of Port Alberni, I-HeLTI Project Manager will lead a project team and reports to the NTC Director of Health.

Responsibilities include:

- Supports the I-HeLTI project’s coordinator and leads in overall planning and coordination of project objectives and timelines, providing administrative / research support to team members as needed
- Oversees the submission and management of ethics approval applications, participate in the development of protocols, and fieldwork, data and bio-specimen collection as well as analysis and evaluation of interventions following strict adherence to standard health governance structures
- Administers the project budget and other resources
- Collaborates with other Department of Health Managers, and builds relationships between local community health resources and the First Nation communities

Preferred Qualifications:

- Bachelor’s or Master’s degree relevant to public health with a minimum of two years’ experience (with graduate degree) or five years (with undergraduate degree) 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
- Strong written and oral communication skills, and expertise in quantitative and qualitative research methods
- Knowledge of CIHR grant management and reporting processes.
- Give permission to reference check any past employer, and provide an acceptable criminal record check
- Be willing and able to demonstrate compliance with NTC Vaccination Policy (COVID-19).
- Valid BC driver’s licence, reliable vehicle, and willingness to travel

Salary based on qualifications and experience: annual salary range \$55,000 - \$86,000.



Apply by **1pm November 21, 2023** 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

*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