



Program Manager

Job Summary

This position will be responsible for the efficient operation of the Heiltsuk Tribal Council Administration Office. Reporting to the CEO this position's primary responsibility is ensuring organizational effectiveness by providing leadership to the staff of the Administrative office and Program staff as indicated on organizational chart

This position will provide evaluation and administrative support for special projects or short-term contracts (grants) and program managers as required

Main Duties

- Work with staff on organizational chart to advise them in maintain their budgets and programs
- Improve the operational systems, processes and policies in support of the Heiltsuk Tribal Council's vision and mission statements
- Provides leadership and works with department staff to develop and retain highly competent, customer-service oriented staff through selection, compensation, training, and day-to-day management practices which support the Heiltsuk Tribal Council's mission and values
- Oversee organizational insurance policies – building, auto and liability.
- Oversee network (IT)service and contractors
- Supervise and coach office staff
- Responsible for the management of building security, such as key assignments, tracking, alarm codes, etc.
- Manage janitorial, cleaning, repair & maintenance of the building
- Coordinate and implement organization-wide events

Requirements

College diploma or University courses

Strong written communication skills: ability to write clear, structured matriculate and persuasive proposals

Ability to meet deadlines while handling multiple assignments

Able to work in team environment and able to mentor other team members

3 years + experience with managing staff

Basic knowledge of budgeting

Must have valid BC Drivers License

Submit resume or application to Kristin Peers

Kristin.peers@heiltsuk.ca

Deadline Aug 21,2024 at 4:00 PM