



## Employment Opportunity Project Management for Ulkatcho Cultural Gathering

### **Position Summary**

This Project Management position is a short- term role which provides coordination of an Ulkatcho Cultural gathering to be held in Ulkatcho Village in mid to late February.

The Project Manager is responsible for hiring the workers and contractors and keeping within a set budget for the event. The Project manager should have first- hand knowledge of the cultural customs of Ulkatcho Nation people and works well with a variety of persons.

### **Accountability**

The coordinator will work under the supervision of the Ulkatcho First Nation, Wellness Director. The individual in the position will work both independently and as a team member providing the project lead for the Ulkatcho Cultural Gathering. The Project manager will assume responsibility and accountability to adhere to the policies, procedures, and strategic principles of the Ulkatcho Nation.

**Hours:** Part Time variable hours.

### **Duties:**

- Ulkatcho Gathering Plan for activities
- Coordination of Ulkatcho Gathering jobs both for community members and for employers in the nearby vicinity.
- Assistance of workers with guidance on completing tasks
- Liaison between workers and community members
- Evaluation of all Ulkatcho gathering work progress and supervision at Ulkatcho Gathering site.

### **Qualifications**

- Experience working in Project Management
- Good communication skills, both verbal and written
- Computer skills an asset
- Ability to work in teams
- Persons with knowledge of Ulkatcho customs and traditions preferred

### **Interview Process:**

- Only shortlisted candidates will be contacted for an interview.
- Two step interviews (Interview & written assignment)
- Criminal Record Check
- Work/Personal Reference Check

**Application Deadline:** Open until filled

**How to Apply:** Please email your resume and cover letter to [hr@ulkatcho.ca](mailto:hr@ulkatcho.ca).

Please include “**Project Management for Ulkatcho Cultural Gathering**” in the subject line. Or drop off at the reception counter at the band office.