



JOB OPPORTUNITY

Project Manager, Capital, Full-time (35 hours/week)

The BC Aboriginal Child Care Society (BCACCS) is a Centre of Excellence for Indigenous Early Learning and Child Care (IELCC). In 2018, the First Nations Leadership Council mandated BCACCS to be the Regional Coordinating Structure for the implementation of and investment in the IELCC Framework in British Columbia. Guided by the Framework, BCACCS oversees the *IELCC Transformation Initiative* funding, which seeks to enhance existing services, increase access for families, and build capacity in the IELCC sector, with the overall aim of improving outcomes for all First Nations children and families in BC. In the current annual operating plan for the *IELCC Transformation Initiative* funding, BCACCS has committed funding for infrastructure costs for new builds as well as expansions, repairs, renovations, and maintenance for existing structures.

Position Summary

Reporting to the IELCC Program Managers, the IELCC Project Manager, Capital will guide and implement the funding application process, funding allocations, and successful completion of early learning and child care capital projects in support of and/or partnership with First Nations across the province. It is anticipated the role will involve significant community capacity building and learning in support of capital development, and involve the following:

- Support the full cycle of capital funding management, including information sharing, completion and submission of funding applications, collaborative decision making, and supporting successful funding applicants throughout the process to successful project completion.
- Review needs assessments, feasibility studies, building condition reports, and more to help BCACCS make decisions on funding distribution, as well as to support communities throughout the process.
- Provide technical and professional advisory services, project management advice, recommendations, problem-solving, and other supports to First Nations communities looking to undertake a major renovation or new construction project, including occasional on-site consultation in remote and rural locations.
- Work collaboratively with the BCACCS team to deliver a professional, integrated, and inclusive process.

Responsibilities and Deliverables

1. Provide technical and professional advisory support, recommendations, and problem-solving to BC First Nations regarding the planning, design, construction, renovation, expansion, operations planning, and maintenance of facilities.
2. Review feasibility studies, needs analysis, functional planning, building condition reports, etc. to ensure proposals conform to building standards and funding guidelines, with particular attention to the integration of all code requirements related to environmental protection, accessibility for people with disabilities, and health and safety.
3. Establish relationships with other funders to ensure smooth delivery of joint funding initiatives.
4. Explain project funding criteria and requirements, recommend adjustments to meet funding criteria, and explain reasons for possible ineligibility of applications.
5. Design and implement monitoring strategy to measure Nations' project progress, performing site visits as required.
6. Review facility designs proposed and provide expert recommendations to senior management and Board of Directors on capital planning, budget feasibility, and the identification of short- and long-term needs and risks.
7. Prepare briefing notes for Board of Directors' approval of funding requests, and provide regular status and progress reports to senior management and Board of Directors.

8. Mentor communities and community organizations in capacity building relating to construction methodology, project management, and training programs.
9. Contribute to the development of department-wide policies, standards, and guidelines relating to the delivery of the capital funding project.
10. Ensure accurate and comprehensive record-keeping in the BCACCS funding database.

Qualifications

Training, Education, and Experience

- You have a minimum of five (5) years project management experience in construction.
- You have a post-secondary degree in Construction Management, a Red Seal certificate (Journeyman Certification) in a provincially recognized trade, or other relevant construction & facilities management education.
- You have experience applying First Nations cultural principles and protocols in work situations.
- You are knowledgeable in inspection methods to confirm quality, expenditure and conformity to design and specifications, current building regulations, codes and safety standards, trends in construction methods, trades operations and consultant services, property development and planning techniques, and construction materials and techniques for estimating costs.
- You are experienced with completing or reviewing feasibility studies, cost estimates, and design and construction plans.
- You understand theories, methods, techniques and practices of all building disciplines, computer-controlled systems, on-site inspection and analysis of construction designs, as well as the installation of these systems.
- You have experience supervising the enforcement of all code requirements related to environmental protection, accessibility for people with disabilities, and health and safety protocols.
- You have an understanding of the unique needs of early years' spaces in both stand-alone and multi-purpose buildings, including both licensed and unlicensed child care programs and/or are willing to learn.
- You have experience completing construction projects in rural and remote communities.
- You have a demonstrated ability to work with multiple funders to bring a project to successful completion.
- You have experience engaging in strategic planning, developing work plans, and monitoring and reporting on key performance indicators.

Knowledge, Skills, and Abilities

- You are collaborative, inclusive, and have experience supporting communities with different types of capacity in construction management.
- You are a natural translator and are comfortable working in a construction and trades setting while also being competent at translating information to those less familiar with capital processes.
- You have excellent computer skills, specifically with:
 - Advanced word processing skills (Word)
 - Advanced spreadsheet knowledge (Excel) including manipulating data, creation of data visualizations, formatting, and formulas
 - Advanced collaboration tools (Outlook, OneDrive, SharePoint, Teams, and Zoom)
- You have an analytical mindset with exceptional attention to detail, accuracy, and organizational skills.
- You are knowledgeable about the social, economic, political, and historical realities affecting Indigenous communities and are familiar with Indigenous Cultural Safety, anti-racism, and related reports (BC DRIPA, TRC, etc.) .
- You are able to work with a high-performing team with diverse priorities in a fast-paced environment by taking initiative, prioritizing needs, and meeting tight deadlines.
- You are approachable and professional with a personable demeanor and a proven ability to build harmonious working relationships with co-workers.

Conditions

- Work for this position will be performed primarily remotely, from a home-based office. Must have the ability to work in the provincial office (West Vancouver) when required, and to attend meetings and other events at various locations. Must be available to work during regular business hours of Monday to Friday 9:00am to 5:00pm Pacific Standard Time. Must maintain a valid driver's license, insurance, and reliable vehicle, and be able to perform site visits around BC as required. You are able to provide a satisfactory criminal record check and proof of COVID-19 vaccination.

What We Offer

The opportunity to work with a passionate and dedicated team of people with a broad range of experience and knowledge, and who provide leadership, training, resources, and services to support Indigenous early learning and child care.

- competitive wage of \$95,000.00 - \$115,000.00 yearly, commensurate with knowledge and experience
- extended health package on successful completion of 90-day probationary period
- participation in a matched pension plan
- 35-hour work week
- Sick pay and a variety of leaves
- learning and professional development opportunities

Closing Date: Open until filled.

Start date: As soon as possible.

How to apply:

Please submit a *resume and cover letter* explaining how you meet requirements and send to Careers@jouta.com citing "Application for IELCC Project Manager, Capital" in the subject line. All applications must include cover letter and resume.

In accordance with section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal ancestry.

We thank all those who apply. Only those candidates selected for an interview will be contacted.