



ʔECHEN HEALING SOCIETY BC

1920 Brownmiller rd. QUESNEL, BC, V2J6S1

PHONE: 250-992-9160

JOB OPPORTUNITY

Position Title: Contract Manager

Classification: Full-time position, permanent, 35 hours per week

Salary: To be determined

Location: 1920 Brownmiller rd. Quesnel, BC, Canada, V2J6S1

Deadline: Until filled

ʔEchen Healing Society is inviting applications to apply to full-time Reporting to the Executive Director, Aboriginal Programs Contract Manager, the Contract Manager is responsible for the overall strategic leadership of the Program portfolio. In addition to tracking program funding information, the Contract Manager is responsible for complying with budgeting, forecasting, completing revenue recognition, conducting risk assessments, overseeing the management of program reports related to grants for the Aboriginal Programs management team and the design and implementation of controls to ensure that costs and revenue are accurately reported on a timely basis and in accordance with the Organization's policies.

Qualifications:

- Other relevant certificates such as bachelor's degree.
- Master's degree in science, business, or analyst management.
- Experience in implementing change.
- Experience working with remote First Nations Communities in Canada, being from an aboriginal population is an asset.
- An understanding of Aboriginal history and policy in Canada

HOURS OF WORK: 35 hours per week

Monday to Friday 8:30AM-4:30PM.

Please submit resume and cover letter to:

Executive Director

ʔEchen Healing Society

Chad Stump

1920 Brownmiller rd

Quesnel, BC, V2J 6S1

Email: cstump@echenhealing.ca

Only those invited to interview will be contacted.