



ORGANIZATION: Le7 te Melámen Society

LOCATION: Kamloops, BC

POSITION: Program Manager

EMPLOYMENT TYPE: Full Time

THE ORGANIZATION:

Our mission is to establish a dynamic non-profit organization that enriches the quality of life in Secwépemcúlecw. Le7 te Melámen Health Society (LtMHS) is passionately committed to enhancing the well-being of the Secwépemc Nation and its 16 communities through a culturally focused approach, ensuring the safety and well-being of Indigenous families.

THE OPPORTUNITY:

The LtMHS is looking for a Program Manager to join their team. The Program Manager will be responsible for overseeing the planning, execution, and tracking of the Society's programs. Ensuring their activities are aligned to support successful program outcomes. This individual is accountable to the LtMHS through the direct professional supervision and support provided by the LtMHS Executive Director.

RELEVANT KNOWLEDGE AND ABILITIES:

- Ability to effectively prioritize and execute multiple tasks simultaneously in a high-pressure environment;
- Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency;
- Build Relationships, establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization;
- Assist with meetings, participate in committees and working groups as requested;
- Supervise employee's by providing direction, input, & feedback;
- Monitor and oversee program budgets for efficient program delivery;
- Manage multiple projects, coordinate activities, and ensure projects are delivered on time and within scope;
- Familiar with Secwepemc culture and traditions.

QUALIFICATIONS:

- Undergraduate degree in either; Business Administration, Project Management or Community Planning, Indigenous Health, Health Administration, Administration coursework or focus, or an acceptable combination of education, training and experience;
- A minimum of 3-5 years' experience in a management position, preferably in a First Nations setting;
- A minimum of 3 years' experience with project management, planning and monitoring;
- Good understanding of processes, policies, and procedures required to support the Society;
- Must be able to work flexible hours and travel as required;
- Possess a valid driver's license with a reliable vehicle.

STANDARDS OF SERVICE:

- Maintain confidentiality of professionally acquired information.
- Provide service in a non-judgmental and culturally sensitive manner.
- Be accessible, accountable, cordial, and responsive in all manner of communications for the LtMHS.
- Present professionally in the workplace and when conducting business for the LtMHS, always representing the LtMHS with professionalism and integrity.

PRE-EMPLOYMENT REQUIREMENTS:

- A valid driver's license, reliable vehicle, and clean driver's abstract.
- Successful completion of a criminal record check.

TOTAL REWARDS:

- Hourly Wage of \$44.00 - \$50.00, based on skill set and experience.

APPLYING:

In accordance with the LtMHS Human Resource Policy Handbook, the priority will be to hire qualified persons of Secwepemc ancestry. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry.

If you are interested in an occupation like this with a great organization, please submit your cover letter, resume, and references, by email to pa@ltmhs.org (referencing **LtMHS PM** in the email subject line), the posting will remain open until the position is filled. The LtMHS thanks all applicants for their interest, however only those selected for an interview will be contacted.