



U'mista Cultural Society

P.O. Box 253, Alert Bay, BC, CANADA, V0N 1A0
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Title:	Project Manager
Department:	Awil'gola All Being Together, FNHA
Wage:	\$33.17 + Mandatory Employment Related Costs (MERCs)
Duration:	F/T, One year, with potential for extension

ORGANIZATION SUMMARY

The U'mista Cultural Centre and its employees are committed to ensuring the survival of all aspects of Kwakwaka'wakw cultural heritage. This includes language as well as ceremony and care taking repatriated regalia collectively known as the Potlatch Collection.

POSITION SUMMARY

U'mista is excited to grow our team. In partnership with eight local organizations, we are looking for a Project Manager to join our team. The Awil'gola Project Manager is responsible for developing, implementing and managing programs that engage and empower Kwakwaka'wakw youth, utilizing traditional knowledge processes and connection to the land with a focus on health and wellness. The programs will give youth, elders, fluent speakers and cultural leaders an opportunity to work together to learn and pass on the traditional teachings and ceremony that promote health and wellness.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Liaise with community partners in order to complement established programs
- Assist with hiring Assistant Project Manager, Youth Workers and Elder Coordinator
- Secure leasing of safe space for youth and family programming
- Provide recreation, and health and wellness opportunities for youth during their free time
- Offer programming that promotes health and wellness
- Bridge students' interest with traditional Kwakwaka'wakw teachings
- Utilize traditional sites for programming
- Follow BC's response to COVID-19 guidelines in all programs
- Follow Local Government ('Namgis First Nation, WheLaLaU Society, and Village of Alert Bay) and School District 85 response plans to COVID-19

JOB SPECIFICATIONS

The ideal candidate will have strong cultural and community ties. They will possess:

- Post-secondary education or equivalent experience
- The ability to work in cooperation with individuals and groups to determine the needs of the youth

The mandate of the U'mista Cultural Society is to ensure the survival of all aspects of the cultural heritage of the Kwakwaka'wakw



- Excellent communication skills, with the ability to express requirements and expectations to a variety of stakeholders (i.e., working with youth and elders as well as partners)
- The ability to follow direction from Supervisor and Steering Committee guidance
- The ability to work independently and on a team
- Critical thinking skills, be a self-starter, and be a reliable team member
- Computer skills (Office 365)
- A strong attention to detail
- The ability to manage and supervise the assistant and youth worker(s) daily; and,
- **Be able to work non-traditional hours, as necessary**
- **Due to the nature of the position a criminal records and vulnerable sector records check will be required of the successful candidate**
- maintains data, assists with report and grant writing; performs other duties as required
- willing to use kwak'wala within programs

HOW TO APPLY?

Apply by 5:00 pm, Friday March 12, 2021

Email cover letter and resume to director@umista.ca with “Awil’gola Project Manager Application” in the subject line.

Fax to 1-250-974-5499 attention director, with “Awil’gola Project Manager Application” in the subject line.

Only shortlisted candidates will be invited to interview.

Please include up to date contact information for references.

Preference will be given to those of Aboriginal Ancestry – per Section 16(1) Canadian Human Rights Act.