



Employment Opportunity

Capital Manager

The Heiltsuk Tribal Council (HTC) is currently seeking a full-time Capital Manager. Reporting to the Executive Director, the Capital Manager is responsible for managing the day to day operations of the Heiltsuk public works, housing construction/renovation, and capital projects, while also providing significant strategic leadership and direction to those department areas.

Successful Candidate will need to relocate to Bella Bella BC if not already a current resident

Duties Include:

- Assessing community needs in housing, public works, infrastructure
- Developing the capital plan for the HTC based on a 5-20 year plan
- Submitting funding proposals based on identified community need
- Liaising with project managers during construction of capital projects
- Writing and submitting progress reports and final reports to funders
- Direct supervision of office, construction, and public works staff
- Provides status reports to Executive Director as required
- Ensure legal and regulatory compliance for all HTC projects
- Working closely with the Chief Financial Officer to establish sound financial policies, procedures, and controls

Requirements:

- Bachelor's Degree or equivalent combination of education and experience
- Prior relevant experience in planning, managing, and overseeing projects and budgets
- Knowledge of funding structure and criteria with funders such as INAC, CMHC
- Previous experience as a supervisor and/or a trades person is an asset
- Ability to resolve conflict in a respectful and tactful manner
- Must have comprehensive, in depth understanding, experience and knowledge of Municipal Department operations including public works and the solid waste environment
- Must be willing to provide criminal record check and three recent references

You will join us with outstanding communication skills both verbal and written, along with a strong work ethic and a positive team attitude. As a disciplined and direct individual, you are also flexible enough to adapt appropriately in pressure situations with a calm and steady demeanor, and you have a strong attention to detail as well as a high level of integrity, confidentiality and accountability. You will need proven organizational, analytical thinking, negotiation, people management, problem solving/resolution, and interpersonal skills to excel with us.

You thrive in a team environment, are proficient using the MS Office Suite, and you have the capacity to attend and conduct presentations. Lastly, you must have the ability to build and maintain lasting relationships with other departments, key business partners, and government agencies. Some travel and working overtime may be a requirement of this role

HOW to Apply

If you are looking for a great opportunity to be challenged and rewarded and you believe you meet the requirements to be successful in this role, then please submit your cover letter and resume to careers@jouta.com

We thank all applicants for their interest. Only those who are short listed will be contacted.

This position is located in the remote and scenic First Nations village of Bella Bella, BC. Situated in the Great Bear Rainforest, this area is perfect for outdoor enthusiasts who enjoy fishing, camping, kayaking, and whale watching.

