



HAILIKA'AS HEILTSUK HEALTH CENTRE SOCIETY



Project Manager

Department: Pathways to Healing
Reports To: Health Director
Type: 1-year term, with potential for extension. Remote (virtual) work available.
Salary: \$83,200 - \$100,000

JOIN THE HAILIKA'AS HEILTSUK HEALTH

At Hailika'as Heiltsuk Health Centre Society (HHHCS), we provide culturally safe, inclusive care guided by Heiltsuk values, supporting community health, healing, and wellness. We are seeking compassionate, collaborative individuals committed to making a meaningful impact.

HHHCS is located in Bella Bella, BC, on the Central Coast and home of the Heiltsuk First Nation. The community has approximately 1,450 residents and is accessible by regional air and BC Ferries. It offers essential services, recreation, and access to the surrounding coastal environment.

This is a truly unique opportunity to immerse yourself in a traditional First Nations community while experiencing the pristine beauty of BC's Central Coast.

PURPOSE

The Project Manager provides operational and strategic leadership for the Kunsoot Pathways to Healing initiative, overseeing the planning, implementation, coordination, monitoring, and quality assurance of culturally grounded, trauma-informed, land-based healing programs at Kunsoot. This role ensures alignment with the Kunsoot Vision, community priorities, and the Central Coast Pathways to Healing framework.

Working closely with the Pathways to Healing Committee, Elders and Knowledge Keepers, clinical leads, and community partners, the Project Manager ensures effective program operations, infrastructure, partnerships, staffing, reporting, and financial management to support a safe, culturally grounded environment for healing, learning, and community connection.

KEY DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

Program Planning & Operations

- Lead planning and implementation of the Pathways to Healing program at Kunsoot.
- Develop and maintain the annual program calendar with the Pathways to Healing Committee.
- Ensure integration of land-based, cultural, and trauma-informed approaches.
- Oversee program readiness including facilities, staffing, logistics, and safety.
- Develop operational policies, procedures, and workflows specific to Kunsoot programming.
- Serve as operational lead alongside the Pathways to Healing Committee.
- Facilitate regular planning meetings and provide progress updates.



HAILIKA'AS HEILTSUK HEALTH CENTRE SOCIETY



- Ensure meaningful involvement of Elders and Knowledge Keepers.
- Incorporate community feedback into program design and evolution.

Partnerships, Finance & Administration

- Build and maintain partnerships with health, education, and social services organizations.
- Develop and monitor program budgets.
- Oversee contracts for Elders, facilitators, Knowledge Keepers, clinical supports, and vendors.
- Ensure procurement processes align with organizational policy.
- Monitor expenditures and prepare financial updates for leadership.

Safety, Reporting & Team Leadership

- Oversee risk assessments for all land-based activities.
- Develop and maintain emergency response plans, safety protocols, and incident reporting systems.
- Ensure compliance with trauma-informed care and cultural safety guidelines.
- Develop reporting systems aligned with evaluation metrics including well-being outcomes, cultural engagement indicators, attendance and retention, and safety metrics.
- Ensure data sovereignty principles are respected and prepare reports for funders, leadership, and community.
- Supervise Program Coordinator and staff, support onboarding and training, and foster a collaborative, culturally grounded team environment.

QUALIFICATIONS

- Bachelor's degree in health, social work, Indigenous studies, community development, public administration, or related field (or equivalent experience).
- Minimum 5–7 years experience in program management.
- Experience working in Indigenous community settings.
- Experience with land-based, trauma-informed, or culturally grounded healing programs preferred.
- Demonstrated financial and contract management experience.
- Knowledge of safety and risk management in remote or outdoor settings.
- Understanding of First Nations governance and community-driven program design.

BENEFIT PACKAGE:

- Paid time off, including an additional 2-week office closure during the winter break.
- Harvesting Days.
- Status employees are eligible for tax exemption.
- Housing may be available.
- Open to remote (virtual) work.
- Four roundtrip off-island trips per year to Vancouver.

HOW TO APPLY

Send your resume and cover letter to humanresources@heiltsukhealth.com.