



DENISIQI SERVICES SOCIETY Employment Opportunity

Special Projects Manager
1 year term

POSITION SUMMARY:

The Special Project Manager works under the supervision of the Executive Director and within the context of a multi-disciplinary agency. Primary responsibility is to provide project management and develop an integrated service delivery model for the future delivery of Child and Youth with Special Needs and Early Years Services. This is a new and innovative way of providing service and the project will be heavily grounded in engagement and conceptualizing a framework. Services will be delivered in both Williams Lake and the Chilcotin.

PRIMARY DUTIES AND TASKS:

- Highly resourceful team-player, with the ability to be extremely flexible and work in partnership.
- Work with partners to co-develop a collaborative approach to services.
- Ability to effectively work with program staff, Ministry staff, community groups and other agency professionals, as well as families.
- Plan and facilitate engagement sessions and correlate information.
- Demonstrate well-developed planning, organizing, administrative and decision-making skills.
- Write contracts and proposals as needed.
- Research and apply best practices to a service delivery model or framework.
- Monitor the progress of contract deliverables and work plans.
- Participate in meetings and provide written reports and tracking documentation of progress.

Qualifications:

- Bachelors Degree in Business Administration, Management, Project Management or other equivalent.
- Education or experience in project management or administration and experience in program development and service delivery.
- Minimum three years of experience in program development, implementation, delivery, and program evaluation.
- Extensive knowledge and understanding of Indigenous culture.
- Understanding of programs and services that are provided to children with special needs.
- Understand budgets and budgeting.
- Excellent oral, written, facilitation and interpersonal skills.
- Valid Class 5 driver's license; willing to travel; clear criminal record.
- Ability to work independently, good organizational, time management skills and computer skills a must.

For more information about this posting, please contact: christa@denisiqi.org

Salary \$40.44

Closing Date: Open until filled

Please submit resumes, with references, and cover letter:

Attention:	Christa Smith	By e-mail:	christa@denisiqi.org
By post:	Denisiqi Services Society 240B North Mackenzie Avenue Williams Lake, BC V2G 1N6	By fax to:	250-392-6501

Note: Pursuant to section 41 of the BC Human Rights Code, preference will be given to applicants of Aboriginal ancestry.

Only short-listed applicants will be contacted.