



# ʔakisq̓nuk First Nation

## POSITION DESCRIPTION

*This position description describes the principal duties and responsibilities of this position and does not imply that they are the only duties and responsibilities to be performed.*

**POSITION TITLE:** Project Manager Trainee

**DATE:** March 2022

**PROGRAM:** Project Management

**REPORTING TO:** Project Manager

### OVERVIEW

ʔakisq̓nuk First Nation ("AFN") is a member Community of the *Ktunaxa Nation*. AFN Administration exists for the Community and is comprised of different departments unified by our Vision, Mission, and Values. The AFN departments work together to achieve our goals and objectives as set out in our long and short term strategic plans. We continue to progress and move our community forward toward our Vision.

### POSITION SUMMARY

The Project Manger Trainee (the "PMT") will report to, take direction from, and assist the Project Manager (the "PM") in overseeing various infrastructure projects for AFN which ensure the interests of AFN are being protected. This position acts as an opportunity for the PMT to gain valuable knowledge and experience in project management within a First Nation environment and to learn about the unique analytics of such projects. The PMT will ultimately play a pivotal role in establishing themselves among the AFN community as a reliable and knowledgeable project management professional whose top priority is to seek successful business outcomes that serve the wider AFN and Ktunaxa communities.

### STRATEGIC PLANNING

Assist the PM in identifying project opportunities and gaps for AFN and participate in development plans. Under the direction of the PM, negotiate contracts with external suppliers and organizations which will provide services to AFN and how such contracts may impact the overall strategic planning of a particular project.

## **FINANCIAL**

Learn the implications of project expenses, assist in basic budgeting protocols, and conduct research on available provincial and federal funding programs. The PMT will learn how to be financially responsible and to gain insight on how to manage budgets and ensure that AFN resources are expensed appropriately.

## **COMMUNICATION**

Strong communication skills including reading, writing, oral and public speaking, vocabulary, listening and interpretation.

## **KEY RESPONSIBILITIES**

- In conjunction with the PM, ensure all projects are delivered on time, within scope and within budget.
- Actively participate in project development and to thrive as a dynamic, proactive, and continuous learner.
- Act as a liaison between different departments at AFN and facilitate discussions between the Project Manager and department managers effectively and efficiently.
- Work with the Project Manager to develop project scopes and objectives.
- Develop positive and impactful working relationships with stakeholders across the AFN organization.
- Learn about the construction process at AFN and measure project performance using appropriate systems.
- Receive direction on all construction projects from the PM and learn how to identify whether they meet or exceed building code requirements.
- Work with the PM to analyze, manage, and mitigate risks associated with each given project.
- Perform other duties as required.

## **WORKING CONDITIONS**

1. Corporate office environment.
2. On the field as and when required.
3. Occasional trips outside of the AFN organization.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- A self-starter who is eager and willing to learn, in both a formal and informal setting.
- Ability to deal with complex problems and situations with tact, diplomacy, and sound judgement.
- Passionate and proactive in instilling positive change for the AFN organization and to advocate projects which serve the interests and the well-being of the AFN community.
- Previous experience working with First Nation organizations is an asset, and a knowledge and appreciation of the culture, values and political objectives of the AFN and Ktunaxa Nation.
- Knowledge of community government structure and operations.
- Good computer literacy skills and proficient in all Microsoft Office software programs and other applicable software programs as deemed necessary.
- Ability to function as part of a diverse team of professionals.

## **GENERAL STATEMENT**

The core of our business is serving the AFN Community and the Ktunaxa Nation overall. Therefore, anyone who joins the organization should have an understanding of AFN and/or the Ktunaxa Nation. This understanding can be gained from being a member of the AFN Community and/or the Ktunaxa Nation, being from AFN or Ktunaxa ancestry, or from working with the Community and/or the Nation. If a person looking to join the AFN Organization does not currently possess this understanding of the Community or Nation, they must demonstrate a genuine interest to learn more and stay informed about the culture to gain a greater understanding.