



EMPLOYMENT OPPORTUNITY

The Montney Riverstone Tribal Council is seeking an individual to fill the position of

HEALTH HUB PROJECT MANAGER

Term Position: One Year (with possibility of extension)

About MRTC: The Montney Riverstone Tribal Council (MRTC) is a dynamic organization committed to promoting the health, well-being, and prosperity of our Member Nations. We are seeking a dedicated and experienced Project Manager to lead the development of the MRTC Health Hub, an initiative designed to improve access to culturally grounded health services and build stronger systems of care for our Member Nations.

Job Overview: The Health Hub Project Manager will be responsible for developing both the initial operational and fiscal plan for the Health Hub and a comprehensive five-year operational and fiscal framework. This role will require strong leadership, planning, and organizational skills to ensure that the Health Hub launches successfully and continues to serve our Member Nations effectively. The Project Manager will work directly with the Health Director and the Health Hub Committee, engaging with practitioners, community members, and leadership to build a sustainable and culturally relevant service model.

Primary Duties and Responsibilities: The Health Hub Project Manager will be responsible for:

- **Operational & Fiscal Planning:** Develop and implement the initial operational and financial plan, along with a five-year operational and fiscal strategy.
- **Practitioner Engagement:** Recruit and coordinate practitioners to deliver health and wellness services at the Health Hub facility.
- **Community Involvement:** Organize engagement sessions with Member Nations to ensure the Health Hub reflects community needs and priorities.
- **Committee Collaboration:** Work closely with the Health Hub Committee to guide decision-making, planning, and implementation.
- **Facility Activation:** Oversee the process of opening the Health Hub facility, ensuring readiness for service delivery and community use.
- **Reporting & Accountability:** Prepare progress updates, budget reports, and planning documents for MRTC leadership and Member Nations
- **Risk Management:** Identify potential project risks and develop mitigation strategies to minimize their impact on project outcomes.

Qualifications:

- Post-secondary education in Health Administration, Project Management, Business Administration, or a related field.
- Proven experience in project management, including operational and financial planning.
- Strong understanding of health service delivery, preferably in Indigenous or community-based settings.
- Experience working with First Nations communities and knowledge of barriers related to Indigenous health systems.
- Excellent communication, facilitation, and organizational skills.
- Strong analytical and problem-solving abilities to address challenges that arise during the project lifecycle.
- Ability to work collaboratively with multiple stakeholders while also managing independent responsibilities.
- Knowledge of Cree and/or Dene language and culture is considered an asset.

How to Apply: If you are a motivated individual with a passion for strengthening Indigenous health services, please submit your resume and a cover letter outlining your relevant experience and qualifications to apply@leadersinternational.com. Please include "Health Hub Project Manager" in the subject line of your application.