



# Manitoba Keewatinowi Okimakanak Inc.

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## **Employment Opportunity Project Manager Term Position – Thompson, Manitoba**

Under the direction of the Manitoba Keewatinowi Okimakanak (MKO) Executive Director, the Project Manager will be responsible for planning the development of the Youth Healing Lodge to ensure the project is completed within the organization's identified budget and time frame. The role will align the Youth Healing Lodge with the MKO's goals which will include building the workplan, managing team members, reaching milestones, and will provide ongoing communication with management and stakeholders.

### **Roles and Responsibilities**

- Manage all aspects of the project from start to finish, including estimating and developing project scope;
- Prepare financial requests for Manitoba Justice's review and approval;
- Oversee, review, and validate construction phases including schedule changes, change orders, scope changes in consultation with stakeholders;
- Procure designer, contractor, and any other required parties to complete the project in consultation with stakeholders;
- Create project plans including: grant charts, budget, communication plan, change management plan, work plans, timeline/milestone, tracking sheets, project scope etc.;
- Plan and execute work procedures, monitor project schedules, and conduct regular inspections to ensure work meets specifications and project is on track;
- Delegate tasks to project/program leads and appropriate staff;
- Oversee completion of tasks assigned to project team members;
- Attend internal stakeholder meetings as required (in person, virtually or on site);
- Report regularly to senior management and stakeholders on project status;
- Review and approve invoices in collaboration with the financial team;
- Ensure project aligns with the budget and make adjustments as needed in consultation with Finance;
- Track project performance and milestones;
- Analyze deliverables to ensure project is on target;
- Adjust timelines and deliverables as needed to ensure milestones are achieved;
- Complete monthly status reports (including financials, schedule, project updates, upcoming milestones etc.);
- Create opportunities for Indigenous or local involvement within the project.

### **Education and Experience**

- Project Management Professional (PMP) designation or bachelor's degree/master's degree in Project Management, other related education or experience may be considered;
- Recommended 5 years experience in project management or related fields;
- Proven experience managing and working in collaboration with a variety of stakeholders; including, but not limited to trades and government organizations;
- Competency in Microsoft applications including Word, Excel, PowerPoint, and Outlook.

**Other**

- Preference will be given to Indigenous peoples;
- Ideally resides in Thompson, candidates may be considered if they are willing to spend significant time in Thompson;
- Experience working in Indigenous or northern communities.

Salary is dependant upon qualifications and experience  
Interested applicants are invited to submit a cover letter, resume, and two (2) references by  
**4:00 PM on August 25, 2022** to:  
Shawna Flett at [employment@mkonorth.com](mailto:employment@mkonorth.com)

We thank all applicants, only those applicants considered for further review will be contacted.

*Incorporated in 1981 as the Manitoba Keewatinowi Okimakanak (MKO). MKO is a non-profit, political advocacy organization that provides a collective voice on issues of inherent, Treaty, Indigenous, and human rights for citizens of the 26 sovereign First Nations we represent. The MKO First Nations are signatory to Treaties 4, 5, 6, and 10.*