

Lax Kw'alaams Band
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Lax Kw'alaams Band
100 1st Ave East
Prince Rupert BC V8J 1A6
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Truth and Reconciliation Project Manager

Date Classified: May 12, 2023

Business Unit: Truth and Reconciliation

Location: Prince Rupert, BC

Reporting to: Chief Administrative Officer

Or Laxkwalaams

Job Purpose:

The Truth and Reconciliation Manager (“the Manager”) will be responsible for developing research and support systems for Lax Kw’alaams in response to the effects of Residential Schools, Indian Hospitals, Day schools, Boarding homes and other institutions which have altered the ways of life for Lax Kw’alaams. The Manager supports the development and implementation of community-led strategies to identify, investigate, protect and commemorate residential schools, cemeteries, and hospital sites. The Manager will report to the Chief Administrative Officer and work closely with a Community Advisory Council which will dictate directions and create actions to be implemented.

This position is a temporary term position based upon available project funding. The Manager is instrumental in managing the activities of the project team, including survivor support, community engagement, research, recording oral testimony, land scanning, federal and provincial reporting, budgeting, Nation-to-Nation communications, collaboration, and managing contracts with service providers.

Duties and Responsibilities:

- Recruits and manages truth and reconciliation project staff;
- Oversees work plan and monitors activities;
- Evaluates project activities;
- Creates cultural start-ups;
- Establishes cooperation and collaboration agreements;
- Participates in national and provincial meetings;
- Coordinates community engagement;
- Ensures a safe, culturally safe, secure work environment;
- Responsible for orienting, providing scope of work, and training plan for team members.
- Communicates job expectations, work plans, monitoring, coaching, counselling, and following HR policy guidelines and collective agreement with project staff.

- Accomplishes financial objectives by forecasting requirements connected to work plan activities from multiple funding sources, prepares an annual budget, schedules expenditures, analyzing variances, and initiating corrective actions;
- Completes necessary reporting requirements for all funders associated with the project;
- Coordinate monthly Community Advisory Council meetings;
- Leads community events, workshops, and engagements;
- Ensures communication occurs where needed between all team members, the Lax Kw'alaams Band, Mayor and Council, and with relevant First Nations collaborators;
- Participates in regular team meetings to review progress;
- Ensures research is done in an ethical manner, following ethical conduct and standards for research;
- Manages the process and ensures research findings/reports/presentations are announced and distributed;
- Coordinate with different companies to provide technical expertise from ground penetrating radar consultants, other scanning tools, archaeologists, communications, legal, excavation and other professional services as required;
- Plan cultural supports and cleansings for community when needed;
- Ensure proper confidentiality practices are followed throughout the program area;
- Ensure proper communication about available services to all IRS survivors;
- Ensure compliance with Lax Kw'alaams policies and procedures;
- Ensure confidentiality is maintained on all client and membership information and materials; and,
- Comply with health and safety policies, procedures and protocols and provide leadership for the monitoring and enforcing of regulations that apply to community workplaces.

Required Job Skills Knowledge and Experience:

- Strong interpersonal and compassionate communications skills;
- Must have experience working with survivors and intergenerational survivors of residential school in a healing and health support setting;
- Bachelor's degree or diploma, or equivalent in post-secondary and other training, in health, social services, cultural studies, psychology, project management, or other relevant fields;
- Experience supervising and coordinating a team and producing reports;
- Must understand Tsimshian cultural protocols;
- Proficiency with Microsoft office software (Word, Excel, PowerPoint);
- Knowledge of Tsimshian culture and traditions;
- Knowledge of Indian residential schools and their impact of First Nations;
- Excellent interpersonal skills, ability to develop rapport with membership and personnel at all levels;
- Proven abilities to maintain the confidentiality of information and materials, display sound judgment and exercise discretion at all times;
- Effective written and verbal communication skills; and,
- Demonstrated sound work ethics and a commitment to achieving objectives.

*Applications are welcomed regardless of specific education or training. *

Compensation & Benefits:

- Wages commensurate with education, qualifications and experience – relocation allowance available.
- Pension options and benefits available after succession entry period.
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

Submission Deadline: Please submit application by May 26, 2023 to Human Resources Manager, Email to : hr_mgr@laxband.com with “Truth and Reconciliation Project Manager” in the subject line.