



## **Subcontractor Opportunity: Multi-Disciplinary Project Specialist**

**Organization:** Gitanmaax First Nation

**Position Type:** Subcontractor (Independent Contractor)

**Contract Duration:** Until March 31, 2025

**Rate:** \$50 - \$70 per hour, depending on experience and qualifications

**Location:** Flexible working arrangements considered

**Deadline:** Open until filled

**Overview:** Gitanmaax First Nation is seeking a skilled and versatile Subcontractor to support a range of projects and initiatives within our community. This position will require expertise in grant writing, construction management, project management, some asset management, and other tasks as required to meet community goals and objectives.

### **Responsibilities:**

- **Grant Writing:** Develop and submit grant proposals, ensuring alignment with both community needs and grantor specifications. Track and report on grant status.
- **Construction Management:** Oversee and manage construction projects from planning through to completion, ensuring projects meet timelines, working with other professionals, budgets, quality standards, and adherence to building requirements, energy efficiency and regulations.
- **Project Management:** Plan, execute, and finalize projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors.
- **Asset Management:** Assist in managing community assets to ensure optimal utilization and maintenance.
- **Other Tasks:** Carry out additional related tasks as required by Gitanmaax leadership.

**Qualifications:**

- Proven experience in grant writing, project management, and construction management.
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills, capable of working collaboratively with diverse teams.
- Knowledge of asset management principles and practices.
- Ability to work independently with minimal supervision.
- Experience working within First Nations communities is highly regarded.

**Application Process:** Interested candidates are invited to submit a detailed proposal outlining their qualifications, experience, and approach to managing the outlined responsibilities. Proposals should include a CV, cover letter, and any relevant work samples or case studies.

**Submit Proposals To:** [info@gitanmaax.com](mailto:info@gitanmaax.com)

This subcontractor role offers a unique opportunity to contribute significantly to the development and success of Gitanmaax First Nation projects. We are looking for a committed individual who can bring both expertise and innovation to our team.