CARRIER SEKANI
tribal council

Suite 200-1460 6th Ave.
Prince George, B.C.
Phone: 250-562-6279

JOB POSTING

Carrier Sekani Tribal Council (CSTC) provides technical support to six First Nations who belong to the CSTC Society. The Tribal Council is an advocate on behalf of its member nations for their interests. The Council also provides technical and professional services to its member nations in the areas of fisheries, education, economic development, community and infrastructure planning, forestry, and financial management.

The CSTC is a Non-Profit Organization located in Prince George BC, on the traditional unceded lands of the Lheidli T'enneh, and is seeking to fill the position of:

CAPITAL PROJECT PROGRAM COORDINATOR
Technical Services Unit

Job Summary

Reporting to the General Manager, the Capital Project Program Coordinator ensures the overall coordination and administration of all programs and services offered by CSTC, Technical Services Unit (TSU) as per the Memorandum of Understanding between Indigenous Services Canada and CSTC, with the following objectives.

- Provide ongoing technical advice to Member First Nations in support of the capital project management process.
- Provide ongoing Capital Planning Advisory Services.
- Provide assistance to Member First Nations in preparing their First Nations Infrastructure Investment Plans (FNIIP) annual updates.
- Provide assistance to Member First Nations in acquiring effective Municipal Type Services (MTS) from local municipal authorities.
- Ensure reporting requirements are met as per Indigenous Services Canada (ISC) to maintain funding.
- Assist member First Nations in upgrading fire equipment, specifically, acquisition and assisting in ensuring updated records/reports/equipment are current in their communities.
- Maintain a library of technical information, policies, reports and drawings.
- Provide assistance to Member First Nations in preparing and monitoring Maintenance Management Plans, including planning, performance monitoring, O&M cost tracking and control.
- Follow up with Member First Nations to see who has a Comprehensive Community Plan, who needs one, who needs to update, etc.
- To provide assistance to Member First Nations housing planning/programs.
- To update housing policy template for member FN to utilize and/or FN policies.
- To identify funding sources to pay certified building inspectors.

Qualifications

The position of Capital Project Program Coordinator requires completion of Grade 12, post-secondary education and related experience. The incumbent must possess a range of technical, managerial, and project experience and experience working with First Nations and/or of First Nations Ancestry is an asset. Strong computer skills, including knowledge of Microsoft Word, Excel, business English skills, and interpersonal skills are also required.

Conditions of Employment

Must be able to travel a minimal amount. Must have access to a reliable vehicle and hold a valid driver's license. Full-time position, subject to annual funding. Must obtain and maintain a Criminal Records Check.

Wage: $35-$40/hr based on education and experience.

If you are interested in this position submit a cover letter and resume by 4:30pm September 19, 2025, to:

Carrier Sekani Tribal Council
Attention: Leon Erickson, General Manager, Suite 200 1460 6th Ave, Prince George, BC V2L 3N2
Email: generalmanager@cstc.bc.ca

Preference will be given to those of Aboriginal Ancestry per Section 16 of the Canadian Human Rights Act. People of Carrier Sekani are encouraged to apply.