



Program Manager

Join our team!

POSITION OVERVIEW: The Program Manager is responsible for providing program oversight and support across a broad portfolio of community programs, including health, patient travel, administration, social development, education, training, daycare, housing, child and family services, finance-related program administration, natural resources, village maintenance, and language initiatives. This position provides supervision only as it relates to program delivery, budgeting, workplans, and funding compliance. The Program Manager supports program staff to succeed in their roles and makes recommendations to Chief and Council on an as-needed basis, in alignment with Chief and Council governance and decision-making authority.

DUTIES & RESPONSIBILITIES

- Provide program oversight, guidance, and support to program staff across multiple service areas
- Assist program staff with the development, administration, and monitoring of program budgets
- Ensure program expenditures align with approved budgets and funding agreements
- Provide guidance on program workplans, timelines, and deliverables
- Monitor program spending to ensure compliance with funding requirements and fiscal responsibility
- Assist staff in identifying and securing additional funding when required
- Support proposal development, budget narratives, and funding applications
- Assist with the preparation of program and financial reports for funding agencies
- Communicate professionally with funding agencies as required
- Work collaboratively with the Finance Department, accountant, senior management, and leadership to support sound fund accounting practices
- Prepare summaries, briefings, and recommendations for Chief and Council when requested

QUALIFICATIONS & EXPERIENCE

- Minimum Grade 12 education required
- Some college or university coursework in Business Administration, Office Administration, or a related field is required
- Demonstrated experience in program administration, budgeting, fund accounting, proposal writing, and report writing
- Experience communicating with funding agencies and administering funded programs
- Experience working with senior management, Chief and Council, accountants, and finance departments
- Strong reading, writing, computer, and communication skills
- Demonstrated diplomacy, tactfulness, professionalism, and sound judgment

PERSONAL ATTRIBUTES & ADDITIONAL REQUIREMENTS

- Easy to work with and collaborative
- Exercises kindness, respect, and professionalism in all interactions
- Demonstrates integrity, discretion, and cultural awareness
- Valid driver's licence and access to reliable transportation
- Experience working with Indigenous people and communities is required
- Indigenous ancestry is considered an asset
- Experience with Indigenous program funding and fund accounting is an asset

Wage: \$42-\$52 per hour, pending experience

Application Deadline: Friday, March 27, 2026

Please submit cover letter and resume to: gm@wetsuweten.net

PLEASE NO TELEPHONE CALLS

PLEASE

Wet'suwet'en First Nation
Box 760, Burns Lake
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