

Job Opportunity: Project Manager

Position Status: Full-time, 35 hrs/week
Location: Fort St. John, BC (with flexible/hybrid options)
Reports to: Restoration Program Manager
Salary: \$120,000 - \$140,000
Start Date: November 1, 2025, or as soon as possible

About the Society

Nan wúújq anawúúdle Restoration Society (the Society) is the steward of the \$200M trust established under the Implementation Agreement between Blueberry River First Nations (BRFN) and the Province of British Columbia. Through this unique, BRFN-led partnership, we fund and oversee ecological and cultural restoration projects that restore lands and waters, uphold Treaty Rights, and support the future prosperity of the community.

We act as a funder, trusted partner, and program architect for BRFN, working side-by-side with BRFN leadership, committees, and departments to co-design, co-fund, and co-manage projects and long-term plans.

The Role

The Project Manager will be a connector and stabilizer across multiple BRFN-led projects funded by the Society. This is not a typical project management role: it combines project oversight with capacity-building, mentoring, and hands-on problem solving to ensure successful outcomes.

The person in this role will:

- Work closely with both the Society's and BRFN's restoration teams, to ensure projects are delivered on time, on budget, are aligned with community and cultural priorities, and meet the goals as defined by Key Performance Indicators (KPIs).
- Step in when challenges arise—such as delays in engagement or gaps in project management experience—and provide extra support to keep projects on track.
- Provide mentorship and guidance by sharing project management knowledge and tools, so over time, projects become increasingly self-sustaining by BRFN staff and teams.

Equally important, this role, with support from the Society's IT Manager/System Architect, will contribute to the set-up and management of the Society's new

custom, comprehensive reporting and funding management system (Salesforce CRM platform). The Project Manager will ensure project data is accurate, timely, and complete, providing leadership (CEO, CFO, Restoration Program Manager) with the insights needed to manage in alignment with the 10-Year Strategic Restoration Plan (currently in development; expected completion March 2026), various funding streams and project budgets, and the Society's overall mandate.

Key Responsibilities

- Work alongside BRFN project leads through the life cycle of projects, supporting funding applications, project implementation, reporting and monitoring.
- Provide mentorship, tools, and guidance to BRFN staff to strengthen internal capacity.
- Ensure accurate and timely input of project data, budgets, deliverables, and outcomes.
- Troubleshoot project challenges and provide support as needed to deliver projects effectively.
- Collaborate with the Cultural Coordinator to ensure projects are grounded in BRFN leadership, values, and participation.
- Regularly report to the Restoration Program Manager, CEO, and CFO on project progress, risks, and alignment with strategy and budgets.
- Support alignment between funded projects and the Society's long-term restoration strategy.

Qualifications

- Post-secondary degree or diploma; and
- 5+ years experience in project management, program coordination, or community development.
- Experience establishing project management systems.
- Highly organized, detail-oriented, and familiar with reporting systems and platforms.
- Strong skills in communication, facilitation, and mentorship.
- Problem-solving mindset: able to de-risk projects through critical thinking.
- Ability to manage budgets, schedules, and performance indicators.

- Understanding of, or willingness to learn, about BRFN governance and cultural values in relation to restoration.
- Flexibility and humility: able to adapt and support BRFN as most needed to ensure project success.
- Preference for Project Management Professional designation.
- Experience with Salesforce, CRM, or funding management systems is an asset.
- Priority will be given to those who identify as members of Blueberry River First Nations, Treaty 8 Nations, or Indigenous.

Position Details

- **Reports to:** Restoration Program Manager, with accountability to CEO & CFO
- **Term:** Full-time, permanent
- **Salary:** \$120,000 - \$140,000 (commensurate with experience)
- **Benefits:** Comprehensive health and dental benefits, hybrid work environment, flex hours to suit personal preferences (balanced with team needs), daily paid wellness time, newly renovated office, employee development opportunities, purpose-driven work environment.
- **Location:** Fort St. John, BC (hybrid flexibility, but regular in-person presence is required)

How to Apply

Interested candidates are encouraged to apply by submitting their resume and a cover letter detailing their qualifications and interest in the role to ceo@restorationsociety.ca. This job posting will be available until the role has been successfully filled.