



**Project Sponsor  
Employment Opportunity Full-time Term  
Wellness Centre**

The Chiefs and Councils of James Smith Cree Nation, Chakastaypasin Band, and Peter Chapman Band are committed to developing and implementing a Wellness Centre Project which will focus on the supports and services that our communities need.

**Position**

Under the supervision of the Chiefs and Councils, the Wellness Centre Project Sponsor is responsible for overseeing and supporting the successful development and execution of the Wellness Centre project. This position acts as a champion for the Wellness Centre, ensuring that it aligns with the community's vision for promoting health and well-being. The Wellness Centre Project Sponsor collaborates closely with project stakeholders, the Wellness Project team, including the wellness capital project manager, healthcare professionals, architects, and vendors, to ensure the delivery of a comprehensive and effective Wellness Centre project that meets the needs of the James Smith, Chakastaypasin and Peter Chapman community it serves.

**Qualifications**

- Bachelor's or Master's degree in Healthcare Administration, Business Administration, or a related field (a combination of relevant education and experience may be considered).
- Proven experience in project management or senior leadership roles within healthcare, wellness, or community development projects.
- Understanding of healthcare and wellness industry trends, best practices, and regulatory requirements.
- Excellent communication and interpersonal skills to interact effectively with diverse stakeholders and community members.
- Strong leadership and decision-making abilities, with a focus on promoting wellness and improving community health.
- Demonstrated strategic thinking, problem-solving, and project management skills.
- Ability to manage multiple tasks, priorities, and deadlines effectively.
- Passion for promoting health and wellness in the community.

**Required Skills and Abilities**

- Excellent interpersonal and communication skills, both verbal and written.
- Excellent leadership skills.
- Excellent time management skills and the ability to prioritize multiple activities.
- Ability to work independently as well lead a team.
- Ability to maintain strict confidentiality relative to Wellness Centre operations.

The East Central First Nations Education Authority is hosting these job postings for The Wellness Committee.

- Ability to deal effectively with a broad range of stakeholders and members of the community.

### **Supervision of Staff**

This position has one direct report, the Wellness Centre Administration Assistant, and indirectly a finance assistant who reports directly to the James Smith Administration Manager of Finance.

### **Duties and Responsibilities**

Without restricting the general description above, the Project Sponsor shall perform such duties and responsibilities as may be assigned, including but not restricted to the following:

- Project Advocacy
- Stakeholder Engagement
- Regulatory Compliance
- Resource Management
- Project Governance
- Risk Management
- Community Engagement
- Project Metrics and Reporting
- Change Management
- Project Closure and Evaluation
- Other duties and responsibilities as agreed to with the Chiefs and Councils and Wellness Centre Working Group

### **Judgment, Independence, Client Contact and Confidentiality**

At no time should the Project Sponsor discuss in public any personal or private information about anyone connected with the Wellness Centre Project. The Project Sponsor is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the community. Breaching confidentiality is a serious violation of acceptable conduct.

### **Independence**

The Project Sponsor is expected to work independently and as a team member of the WCWG.

### **Working Jointly with Other Staff on Common Assignments or Tasks**

This position involves overseeing and working jointly with the WCWG, other support staff, etc. as required daily in support of the goals of the Wellness Centre Project.

### **Responsibility for Quality of Assigned Work**

The Wellness Centre Project Sponsor is under the supervision of the James Smith, Chakastaypasin and Peter Chapman Chiefs and Councils and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

### **Salary Grid**

Competitive Salary is to be offered along with pension and benefits.

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### **Application Process**

This position is based out of the James Smith Administrative Office, located in James Smith, SK.

Applicants are encouraged to submit their resume, along with a cover letter and any supporting documentation, electronically, in Word format to:

### **Human Resources**

If you require further information or to submit your application please contact or email, [jacklynburns@ecfnea.ca](mailto:jacklynburns@ecfnea.ca)

### **The deadline for Applications is Open until position is filled.**

We wish to thank all applicants who apply for these positions. However, not all applicants will be contacted. Only those that meet the requirements we are seeking will be contacted as to the next steps in the process.