

YELLOWHEAD TRIBAL COUNCIL

P.O. BOX 3420, Morinville, AB T5R 1S3

Sub-office:

#300 – 17403-105 Avenue
Edmonton, AB T5S 2G8

EMPLOYMENT OPPORTUNITY

Project Manager – Capital & Community Projects (Owner-Side)

The Project Manager plays a key role in supporting the planning, execution, and successful delivery of housing, facility, and community infrastructure initiatives. The role is responsible for delivering projects safely, on schedule, within budget, and in accordance with contractual and quality requirements. This position is well-suited to someone who enjoys working across a variety of projects, collaborating with internal teams and external partners, and contributing to work that has a visible and meaningful impact on communities.

The role blends hands-on project coordination with relationship management, providing exposure to capital projects, operational improvements, and long-term asset planning. The Project Manager acts as a central point of coordination, helping projects move forward in a structured, practical, and well-communicated manner, from early planning through construction and close-out.

QUALIFICATIONS:

- Post-secondary education in business, construction, engineering, planning, or a related field, or equivalent practical experience.
- 5-10 Years experience supporting or managing projects, ideally related to housing, facilities, capital works, or community infrastructure.
- Strong organizational skills with the ability to manage multiple priorities
- Clear written and verbal communication skills.
- Comfort working with schedules, budgets, and project tracking tools.
- Familiarity with Microsoft Word, Excel, and construction scheduling and project management software.
- Proven experience managing projects within budgets ranging from \$5- 75M.
- Proven experience in developing and managing projects with First Nations and Indigenous organizations.
- Professional designations such as P.Eng., CET, PMP, or similar are considered a strong asset.
- A candidate having First Nations or Indigenous Ancestry would be an asset.

KEY RESPONSIBILITIES:

- Plan, coordinate, and support projects from initiation through completion, including scope, schedule, budget, and quality
- Develop and maintain project work plans, schedules, and milestone tracking tools, and actively monitor progress and improve reporting
- Coordinate internal staff, consultants, contractors, and suppliers to support project delivery
- Track project budgets and assist with financial monitoring and reporting, including basic cost tracking using standard construction cost categories (Divisions 1–15)
- Identify risks, issues, and dependencies and recommend practical mitigation strategies
- Support procurement activities, including consultant selection support, contract coordination, and documentation
- Prepare clear project documentation such as meeting agendas, minutes, reports, and status updates
- Participate in project meetings, site visits, and stakeholder discussions as required
- Lead communications, meetings, and monthly reporting between and with the Construction Manager and the Project Leadership Team, on all aspects of the project, including inclusion programs and targets
- Support grant and other financial or periodic reporting.
- Maintain organized and auditable project records and documentation in accordance with internal practices and funding agreement requirements
- Mentor other project management and construction personnel throughout the course of the development, maximizing learning and growth opportunities, especially for First Nation and Indigenous team members.

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WORKING ENVIIRONMENT & GROWTH:

This role offers the opportunity to grow within a project delivery environment that values collaboration, accountability, and professional development. The Project Manager will gain experience across a range of project types while building relationships and skills that support long-term career development in project management and capital planning.

Please forward a cover letter and current resume to
Email: joy.sandy@ytcadmin.ca and/ or fax to 587-524-0181

MAIL TO:

ATT: Human Resources
Yellowhead Tribal Council
3rd Floor 17304-105 Avenue
Edmonton, AB T5S 1G4

*This employment competition closing date is **Friday, April 3, 2026, at 4:30 PM**. Only those candidates who meet the criteria will be contacted.