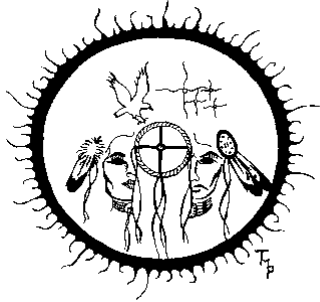




2-SPIRITED PEOPLE OF THE 1st NATIONS

PART-TIME EMPLOYMENT OPPORTUNITY

2-Spirited People of the 1st Nations provides prevention, education and support for Two-spirit, including First Nations, Métis and Inuit living with or at risk for HIV and related co-infections in the Greater Toronto Area. We base our work on Indigenous philosophies of wholistic health and wellness. Our future shows a strong, healthy and independent Two-spirit community in Toronto where HIV infections are rare and Two-spirit people live with pride in their Indigenous heritage.

Construction Project Manager

Position: Construction Project Manager

Status: Part-time,

Hours: 20 hours/week

Salary: \$44 hourly

Closing date: Open until filled

Positions Available: 1

Position Description:

The Construction Project Manager is responsible for overseeing and managing all phases of construction projects from pre-construction through to completion. This role requires a highly skilled professional to coordinate design, budgeting, scheduling, and quality assurance, ensuring successful project delivery. The ideal candidate will possess strong leadership and communication skills, capable of effectively collaborating with internal teams, consultants, and construction managers to achieve project goals.

Essential Duties and Responsibilities:

- Oversee contract timelines, provide technical expertise, and offer support throughout the construction project.
- Managing procurement processes, including bid evaluations, contract negotiations, and vendor selection.

- Conducting regular site inspections to assess project progress, identify risks, and ensure compliance with safety protocols and regulatory requirements.
- Maintaining effective communication with project team members and stakeholders to provide updates, address concerns, and foster strong working relationships.
- Lead project meetings with internal and external parties to monitor and support team development and project progression.
- Participate in predevelopment and development phases with the team.
- Develop, enforce and implement the project safety plan, promoting health and safety practices and procedures.
- Negotiate, enforce and issue subcontracts, major purchase orders, and progress payments, and monitor their progress and schedule.
- Identify and manage risks and opportunities in construction projects.
- Oversee project administration and daily operations, escalating issues as necessary.
- Review contract documents to ensure proper project planning, scheduling, staffing, and cost control.
- Ability to navigate construction sites, which may involve walking, climbing, and standing for extended periods.
- Capability to lift and carry materials and equipment up to 50 pounds.
- Good visual and auditory acuity to assess project quality and safety.
- Flexibility to work in various environmental conditions, including exposure to outdoor elements.
- Assist with the development and coordination of project closeout.
- Provide updates and report to the Director and Executive Director.
- Other duties as required.

Qualifications:

- Must have extensive experience working with Indigenous populations and a broad familiarity with Indigenous cultural and community perspectives across Ontario.
- A construction-related degree/diploma and 5-7 years of construction experience, or an equivalent combination of technical training and experience in a Project Management role.
- Experience in design build, construction management, lump sum delivery models, and contracts.
- Experience with renovations, new builds, and/or civil construction projects in residential and/or commercial sectors.
- In-depth knowledge of the construction industry, including building materials, construction specifications, methods and procedures, construction law and building codes, and safety and quality management practices.
- Strong planning, organizational, and time management skills, including the ability to manage project budgets and schedules.
- Ability to establish and maintain effective relationships with key stakeholders and decision-makers.
- Proficiency in Microsoft Office Suite, and a strong aptitude for adopting new technology.
- Ability to manage several smaller projects or one larger project autonomously, coordinating with management at strategic touchpoints.
- High degree of resourcefulness, flexibility, and adaptability.
- Strong work ethic and perseverance in the face of challenges.
- Highly self-motivated and directed, with the ability to prioritize and execute tasks in a high-pressure environment.

- Must be fluent in English: fluency in an Indigenous language and/or French language is an asset.
- Valid G Licence and ability to drive/navigate and park in high pressure situations an asset.

To be considered for this position, you must be passionate about the work we do, and share our organizational values. 2-Spirited People of the 1st Nations honors the lived experiences of Indigenous people and will take lived experience in consideration when determining the level of individual qualification. Please submit your resume and cover letter saved in the following format: **firstname.lastname (ie. John.Smith) to Human Resources at hr@2spirits.org with ATTN: ConstructionProjectManager** in the subject line of your email by the closing date.

2-Spirited People of the 1st Nations is an equal opportunity employer, **Indigenous people including First Nations, Metis and Inuit, Two-Spirit people, Trans Folks and/or a person living with HIV or AIDS are encouraged to apply.** If you are contacted for an interview and require accommodation appropriate arrangements will be made to assist you through this process. We thank all applicants in advance for their interest; however only those selected for an interview will be contacted.

Closing date: Open until filled

Request for accommodations will be supported throughout the recruitment process. No telephone inquiries, only candidates chosen for an interview will be contacted.