



Wuikinuxv Nation

Oweekeno Village, Rivers Inlet, c/o Bag 3500
Port Hardy, BC, V0N 2P0
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Wuikinuxv Nation – Wood Stove Coordinator/Liaison

Department: Housing – Special Projects

Reports to: Housing Manager

Start Date: As soon as possible

Position Type: Part-Time/Temporary Position

Wuikinuxv is seeking a **part time** Wood Stove Coordinator to support in the *Wuikinuxv Woodstoves and Energy Resiliency* project. This role will primarily be the interface between Wuikinuxv homeowners and woodstove contractors/inspectors.

About *Wuikinuxv Woodstoves and Energy Resiliency Project*

Upon completion of a biomass feasibility study in 2023, a Community Woodstove program was seen as the most favorable biomass next step in Wuikinuxv's Clean Energy Plan. As part of this project, inspections will be conducted on all home and buildings that have or are considering woodstoves and chimneys. These inspections are to ensure the safe operation of woodstoves and to determine if an upgrade or replacement is required. Using the inspection reports, contractors will recommend woodstove system upgrades or replacement for Wuikinuxv Nation's review.

Responsibilities

- Project coordination
 - Scheduling suitable times for inspectors and contractors to enter Wuikinuxv community members' homes
 - Support travel details (including accommodation and transportation) for inspectors and contractors
 - Support wood program development by attending meetings and gathering information to inform project planning
- Contractor oversight
 - Join inspectors and contractors during their inspections and walk throughs of homes and buildings
 - Supporting contractor requests and questions in the weeks prior to and after the home inspections
- Coordinating tool, equipment and or vehicle use as required by contractors, (ladders, bucket truck, general work truck, etc.)

- Project communications, including answering questions that Wuikinuxv community members may have regarding the project

Commitment

- Average of 5-10 hours/week for roughly 6 months with fluctuations depending on the different phase of the project
- Expected to be busier (20-25 hours/week) in the weeks leading up to inspectors and contractor's visits (November)
- Expected to be full time (40 hours/week) when contractors and inspectors are on site conducting inspections and walk throughs

Compensation: \$30/hour

Interested applicants are encouraged to submit a letter of interest and their resume to Malista McIntyre at executive_director@wuikinuxv.net with the subject **"Wood Stove Coordinator/Liaison - <Name>"**. Applications will be accepted until **November 16, 2024.**