



## Kitselas Government

### INTERNAL JOB POSTING

**DEPARTMENT: EMPLOYMENT & TRAINING**

**POSITION: PROJECT COORDINATOR**

**(F/T - 2 YEAR TERM POSTION)**

Reporting to the Interim Manager of Employment and Training, the Project Coordinator's primary responsibility is to provide support to department staff and the coordination of employment and training projects.

#### Areas of Responsibility:

- Provides administrative and operational support to management and department practitioners;
  - Assists in conjunction with management, the production of various communication materials to meet project needs;
  - Develops, produces, prepares, uploads and updates written and visual media materials for online communication tools, including email, intranet, blogs and social media applications, in conjunction with project team(s);
  - Develops and maintains company data and client web applications;
  - Coordinates department events e.g. open houses, workshops, community events, summits and conferences, as required;
  - Acts as first point of contact and reception for department, e.g. drop in clients, support to staff;
- Other duties as directed by the Interim Manager.

#### Qualifications & skills:

- Grade 12 or equivalent;
- Post-secondary degree in Education or Employment Counselling, preferred;
- Minimum of 1 – 2 years relevant experience in similar position or responsibilities;
- A combination of education, training and experience will be considered;
- Good understanding, practice and knowledge of the Kitselas history, culture, traditions and values of the Kitselas people;
- Previous experience working in a First Nations community and/or organization preferred;
- A strong commitment to positive and helpful engagement practices, and a belief in advocating for the client;
- Proven ability to work closely with community members, elders and various personnel;
- Proven knowledge and experience in computer skills using Microsoft products and web applications e.g. G Suite, Airtable, Chrome and online software;
- Good organizational and planning skills to handle multiple tasks;
- Ability to work effectively, prioritize workload and collaborate with others;
- Good verbal and writing communication skills;
- Good problem solving, team player, flexible and enthusiastic;
- Strong work ethic, an ability to exercise confidentiality, a willingness to learn and an ability to work flexible hours;
- Must possess a valid driver's license, as some travel required;
- Acceptable criminal records check;
- Preference will be given to candidates of Indigenous ancestry.

Under section 42 (1) of the B.C. Human Rights Code, the Kitselas First Nation has adopted the policy giving preference in employment to First Nations people.

If you possess the necessary qualifications and skills, please forward your cover letter and resume, in the strictest confidence, **by March 17, 2020** to:

Sam Harris, Finance Officer  
Kitselas Government  
2225 Gitau Road  
Terrance, B.C., V8G 0A9

Email: [jobopportunities@kitselas.com](mailto:jobopportunities@kitselas.com)

Please insert "KET Project Coordinator" into email subject heading.