



# EDUCATION PROJECT ADMINISTRATOR

## Mission

Use your savvy administrative skills to support the education and employment team with project and program implementation.

## Who Are You?

Organized and process driven. You love setting up systems that will help your team get what they need, when they need it.

## What Will You Do?

Reporting to the Education and Employment Coordinator, you will work collaboratively with the Education and Employment team to help create project scopes and identify what processes and procedures need to be in place to ensure programs are established, monitored, and completed on time.

## Responsibilities

- Create and maintain project charters that clearly outline project deliverables, action items and team assignments.
- Keep project teams on task, working with team members to ensure project and grant funding programs are aligned and completed on time.
- Create and maintain meeting agendas and minutes.
- Set up team meetings, manage calendar invites and appointments.
- Provide support with accounts payable and reconciling grant related purchases and invoices.
- Work with the Education and Employment Coordinator on the development of education agreements and writing grant proposals.
- Work with the education team on the building of a classroom and learning center. For example, purchase supplies, catalogue materials and support the youth support worker with administrative functions.
- Connect with Shuswap Indian Band community members on education and cultural learning programs to gather insights and suggestions to ensure culture and learning fundamentals are captured throughout all programming.

## Qualifications

- Post secondary education in Business and Accounting is ideal.
- Administratively savvy, experience in project coordination is a plus!
- Proficient in all Microsoft Office applications.



- Willing to provide a valid vulnerable sector criminal record check.

### **Personal Attributes**

- Relationship builder. You are calm, patient, empathetic, and kind.
- Professional problem solver. You are proactive and professional.
- Outstanding verbal, written, and presentation skills. You are a clear, concise communicator.
- Highly organized. Solid time management skills.
- An understanding of the history of First Nations in British Columbia, and an interest to learn more about the history, culture, practices, socioeconomic conditions, rights, and future vision of Indigenous peoples.

### **Schedule and Compensation**

This is a contract opportunity starting as soon as possible until December 31, 2021. You will work Monday to Friday between 9am - 4pm. 32 hours a week. Ideally, the successful candidate would be available to support future educational programs on an as-needed, contract basis.

Wages range from \$20.00 - \$25.00/per hour, pending experience and education.

If interested, please apply to [evolve.shift@gmail.com](mailto:evolve.shift@gmail.com) by end of day **October 8, 2021**.