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www.shuswapband.net

Program Coordinator

Apply By: March 15, 2024

Job Type: Full-Time; Permanent

Hourly Wage: \$38.46 - \$44.38

Location: Remote or Hybrid

Schedule: Monday-Friday from 9am-4pm

Department: Territorial Stewardship

Reporting to: Territorial Stewardship
Director

Start Date: April 2, 2024

Job Description:

Reporting to the Director of Territorial Stewardship, you provide key administrative, strategic, and operational support across the department's various programs. With extensive knowledge of projects, engagements, stakeholders, and other key contextual linkages, you connect the dots across initiatives and see the big picture while having the expertise and wherewithal to keep things running smoothly in the day-to-day. With an eye for detail and a love of organizing, you make sure the team is supported and on-track to meet their program goals. Combining initiative, drive, and interpersonal skills, you support the Territorial Stewardship Director and Chief & Council with external engagements, strategic initiatives, internal and external communication, processes and procedures, and other areas where required.

Responsibilities:

- Support the Director with project planning and coordination for stewardship program development, planning, and continued innovation, enhancement, and capacity-building to meeting evolving needs of the Territorial Stewardship department.
- Assists in implementing all phases of Territorial Stewardship programs, from development to completion, while ensuring quality, on-time, and in-scope delivery.
- Assists in maintaining project budgets according to agreed project scopes and resources, including oversight on the need for scope changes.
- Coordinates colleagues, sub-consultants, and contractors (teams) required to support the successful delivery of works.
- Fields calls, emails, and other communications with government agencies and funders as to the status of projects.
- Responsible for establishing solid relationships and ongoing communication with clients, sub-consultants, contractors, and other stakeholders.

- Assists in building a strong client network and organization reputation for delivery of high-quality services.
- Organizes and documents critical information and developments during all phases of programs; maintains comprehensive project documentation, plans, and reports.
- Supports the onboarding, and maintenance of project management systems, tools, and policies to create efficiencies and establish consistency; provides timely input to information management and tracking systems.
- Provides timely reports to the Territorial Stewardship Manager and Project Manager regarding critical developments and challenges associated with projects, funders, partners, and clients.
- Performs other related duties as requested.

Qualifications:

- Post-secondary education in Administration, Project Management, Natural Resources, or related field is an asset, combination of equivalent education and experience acceptable.
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- 3-5 years of experience in related fields
- Knowledge and understanding of current First Nations Rights and Title issues that affect land use, government, and industry relations.
- Knowledge of the Shuswap Band culture is an asset.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong interpersonal skills and the ability to build relationships with stakeholders, including Council, staff, membership, external partners, and funders.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Highly resourceful team player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Proficient in Microsoft Office and related business and communication tools.
- Meticulous attention to detail.
- Have and maintain a valid BC driver's license as a condition of employment and have access to a reliable vehicle.

Shuswap Band offers a wide variety of perks including:

- 2 weeks paid holiday over Christmas in addition to annual vacation
- Employer matched pension plan after 3 months
- Extensive health and benefits package

- Bi-weekly healthy food box
- Dynamic work environment

We value diversity and welcome all qualified candidates to apply. Employment and promotion of an Indigenous person or Shuswap Band members will be administered in a fair and reasonable manner and is consistent with the Canadian Human Rights Commission Policy on “Aboriginal Employment Preference.”

Please email your application to hr@shuswapband.ca with the subject line “[Position Name] – Application” by the closing date above to apply.