



Project Co-ordinator - səmiqʷəʔelə/Riverview Lands

About The Kwikwetlem First Nation

The Kwikwetlem community are proud downriver Halkomelem speaking Coast Salish people who descended from a tradition of Elders who were renowned as spirit and winter dancers, skilled canoe builders, and master sturgeon and salmon fishers. The Kwikwetlem people are guided by the teachings of their Elders to respect, care for, and protect their Nation, culture, and lands, waters, and resources for past, present, and future generations. Their culture and heritage are the legacy of their ancestors and are what defines and unites the Kwikwetlem people.

About the Opportunity

The Kwikwetlem First Nation has an exciting opportunity for a **full-time Project Coordinator** to join our Lands & Resources team in Coquitlam, BC. Located on the traditional unceded territory of the Kwikwetlem people, our offices are situated at the bottom of Colony Farm Road; a car is required as transit is limited.

Reporting to the Project Lead, this role is responsible for organizing, managing, administering, and analyzing various parts of the project to ensure its success. This includes assigning and monitoring daily tasks and communications, as well as creating reports and updates for the Project Lead and other members of management. The project is currently in a stage of heavy engagement with community, the public and other stakeholders, therefore maintaining relationships between community membership, various partners, and other organizations is pertinent.

Hiring preference is given to qualified candidates who self-identify as First Peoples or another Indigenous ancestry.

Responsibilities will include, but are not limited to:

- Managing day-to-day activities for the Project Lead including assisting with administrative functions and processes
- Tracks projects, keeping project calendar up to date ensuring documentation is maintained throughout the length of the project lifecycle in a timely manner
- Draft documents required for Project engagement, meetings and presentations using a project management approach
- Co-ordinating, facilitating and planning engagement activities, including developing presentations and scheduling logistics of meetings
- Handles the minute taking at project meetings, ensuring information flows to staff, managers and stakeholders as required
- Analyzing project data and producing project updates/other reports for various stakeholders
- Attends all Project planning meetings, at times acting as backup for the Project Lead and representing the Nation
- Establishing and adhering to project timelines and deliverables, schedules are on time and on budget
- Managing and building relationships with partners, proponents, and stakeholders
- Communicates project plans, actions, risks, and issues with partners
- Problem solves any issues that may arise during the project



- Develop and maintain an effective filing system

About the Ideal Candidate

- Strong technical abilities and knowledge using multiple software/platforms to produce documentation and presentations
- Well organized with strong written and verbal communication, time management and excellent presentation skills
- You have hands on experience using various research/engagement methods and understand those that are most useful to supporting conversations with Indigenous Peoples and communities.
- You are self-managed, goal oriented and finish what you start.
- You demonstrate high emotional intelligence, patience, and integrity with a commitment to team-driven success and leading by example.
- Good problem-solving ability, strong attention to detail and accuracy required.
- Your confidence, tact and ability to read your audience when working with others enables you to share ideas and recommendations with stakeholders and other groups in an engaging way.
- Must demonstrate a high degree of professionalism and good judgment.
- Well-developed problem solving skills; presents workable solutions
- Must be able to operate effectively and show initiative in an environment where there is at times, minimal supervision.
- Have an understanding of, or willingness to learn about the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)

Education/Experience

- Post-secondary education in Aboriginal Studies, Business Administration, Urban and/or Regional Planning, Real Estate Development or Community Engagement
- Minimum 2 years of project management experience, ideally in a First Nation environment using project management methodologies
- Advanced user of MS Office Suite tools including MS Office, Word, Excel, PowerPoint, and Project.
- Project Management Certification (PMP) is strongly desired.

Other requirements

- Valid drivers' license, personal vehicle and the ability to travel from time to time.
- Weekend and evening work as may be required from time to time.
- Satisfactory criminal record check



About the Rewards

In exchange for your hard work and dedication, you will be rewarded with a competitive salary based on your experience. Based on hours worked, you will be eligible for an employee benefits package that includes:

- Extended Health, Dental, Vision benefits
- Family and Employee Assistance Program

This is a great opportunity to contribute at an exciting time of growth and change within the Kwikwetlem Nation, and to be a part of a team that creates a place that supports growth and promotes the values of the Kwikwetlem people.

If this opportunity matches your values, education, and experience, please forward your resume and cover letter to hr@kwikwetlemfirstnation.com

Please be advised that due to the number of applications received, only short-listed candidates will be contacted.