



Job Posting

Position: Project & Communications Coordinator

Date: December 19, 2018

Company: Ts'elxwéyeqw Tribe Management Ltd

Location: Chilliwack, BC

Duration: Full Time Employment

Anticipated Work Dates:

Start Date January 2019

Basic Responsibilities:

Ts'elxwéyeqw Tribe Management Limited (TTML) has an opening for a qualified Project & Communications Coordinator. This dynamic position supports all aspects of TTML's business operations and is an integral part of the organization. The Project and Communications Coordinator is primarily responsible for project tracking, meeting minutes, meeting scheduling and set up. The position will assist the Operations and Projects Manager in the execution of projects and communications related tasks.

TTML is looking for a **Full Time Project & Communications Coordinator** to provide the following:

KEY DUTIES AND RESPONSIBILITIES

- Provide support to the Operations and Projects Manager
- Monitor and report on project operations
- Supervision of contractors for projects assigned by the Operations Manager
- Assist in developing project workplans
- Proofreads and formats documents and presentations
- Organize, file and maintain all project emails and documents
- Data entry and database file management

Project, Meeting and Event Coordination

- Meeting preparation
- Schedule and set up of meetings and events
- Project meeting minutes and action item follow up
- Organizing and booking travel arrangements
- Project tracking and systems management
- Project related research and support
- Organizes and assists with facilitating open houses and attending community events

Communications

- Coordinate internal and external communications
- Prepare presentations, memos and meeting material
- Assists in coordinating the sharing of research information gathered by our project team and other involved groups
- Assists in collecting community member feedback
- Assists in preparing reports, media releases, communication materials and other written documents



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KNOWLEDGE, SKILLS AND ABILITIES

- Excellent customer service skills and a desire to assist others
- Well-developed verbal and written communication skills
- Strong work ethic with ability to work independently
- Ability to prioritize and manage multiple/conflicting proprieties in a professional manner
- Strong organizational skills with the ability to prioritize as well as be adaptable to changing priorities as necessary
- Ability to maintain confidentiality guidelines of all records, materials and communications
- Ability to listen to complex information discussed and presented at meetings and record key points and action items
- Intermediate to advanced computer skills including MS Office
- Understanding and knowledge of the Ts'elxwéyeqw culture, traditions and history
- Knowledge of TTML's member communities

TRAINING, EDUCATION AND EXPERIENCE

- High School Diploma or GED equivalent
- Certificate in Project Management and/or Business Administration
- Three (3) years' experience in related field
- Project coordination and planning experience

Other Related Employment Information:

- Preference will be given to Aboriginal candidates as permitted by section 42 of the BC Human Rights Code. Candidates are encouraged to self-identify if they qualify for this preference.

Pay Rate	<i>negotiable, based on skills, abilities and qualifications/experience</i>	
Deadline for Applications	January 10, 2019	
How to Apply: send your resume and cover letter to our office <u>Email:</u> paula.neufeldt@ttml.ca <u>Fax:</u> 604-824-1247	or <u>Mail:</u> Ts'elxwéyeqw Tribe c/o Paula Neufeldt Bldg #8A-7201 Vedder Road Chilliwack, BC V2R 4G5	

PLEASE NOTE: Successful applicants will be required to provide the following if screened for an interview: (1) proof of education documentation, (2) three references and (3) must successfully pass the required pre-employment RCMP Criminal Records Check.