

JOB POSTING: Training Project Coordinator – Heiltsuk Tribal Council, Bella Bella, BC

Location: Bella Bella, BC
Start Date: December 11, 2017
Type: Full Time Employment – Temporary Contract
Compensation: \$18.00 - \$22.00 (depending on qualifications) + medical benefits
Posting Closes: Upon successful selection of a suitable, qualified candidate

About the Job

The Project Coordinator will have two main roles:

- 1) They will play a central role in supporting the development and implementation of the **Heiltsuk Education, Training and Employment Strategy** regarding training and jobs associated with the Heiltsuk Nation projects and businesses. And they will be supporting the development and implementation of a **Heiltsuk Training Centre** which includes planning and coordinating training opportunities, and providing training and employment-related assistance to community members.
- 2) They will implement and oversee the **installation of Heat Pumps** and the execution of **energy efficiency retrofits** in the community of Bella Bella, which would include coordinating with contractors, organizing community meetings, liaising with local community members and community groups, tracking project progress, reporting back to project managers at HTC and Ecotrust Canada, and other duties as are determined throughout the course of the project.

The Coordinator will take direction of the Education Steering Committee.

Key Responsibilities

Education and Training Role:

- Collect and maintain training and employment information;
- Assess the barriers to training and employment of individual HTC members in order to identify their pre-training and pre-employment needs, and assist them in gaining meaningful employment;
- Liaise, work collaboratively and coordinate activities with the HTC Education Coordinator, Economic Development staff and other HTC staff as appropriate;
- Liaise with the Education Portfolio holder of HTC and support activities related to the development and implementation of the Education, Training and Employment Strategy;
- Assist HTC members with their résumés and job interviews; network with local employers to promote HTC job-seekers; and maintain a member database (electronic) and job board;
- Identify training programs that meet HTC member needs and prepare them for employment, and refer them to appropriate training and employment opportunities;

- Provide referrals and network with First Nations and related organizations that may assist HTC members with their employment and/or training;
- Identify training programs and potential training funding opportunities;
- Work collaboratively with other HTC program staff and keep HTC members informed;
- Track and maintain up-to-date and accurate client information and progress;
- Complete required written reports to the Education Steering Committee and HTC staff.

Heat Pump & Energy Efficiency Implementation Role

- Work with Heiltsuk Tribal Council housing staff to identify and select appropriate priority homes for the pilot project
- Conduct outreach to tenants and homeowners to share clear information about the initiative and support the participation of interested residents in the program
- Play a liaison role between participating residents and the selected contractor to trouble-shoot and resolve any concerns or conflicts that may arise during home assessment and installation
- Support the recruitment of local community members to complete training on heat pump installation & maintenance with selected project contractors
- Support the collection of necessary documentation to demonstrate safe removal of existing oil tanks in order to qualify for the provincial incentive program
- Collaborate with Ecotrust Canada & the selected contractor to ensure heat pump equipment and placement is appropriate and that the removal of oil tanks is completed in accordance with applicable laws & regulations for safe environmental handling
- Support coordination of Energy Efficiency activities as needed, including form collection to qualify for key funding programs

Qualifications/Requirements

Demonstrated experience with good task management and tracking skills will be prioritized. The following qualifications and assets will also be sought:

- Proven experience as a self-starter, working with minimal direction
- Excellent written and oral communication skills and the ability to problem solve
- Demonstrated experience (2-3 years or more) in Aboriginal training and employment activities
- Valid Class 5 Driver's License and access to reliable transportation
- Relevant and identified training and education
- Strong technical skills including proficiency in Microsoft Office applications, experience with job boards, internet use for research and networking, etc.

- Ability and willingness to travel as required – having your own vehicle or access to one is preferred
- Grade 12 or equivalent required; a post-secondary certificate or diploma is preferred
- Experience in the operations of a training center is preferred
- Must provide a completed Criminal Record Check

Key core competencies:

- Excellent interpersonal and communication skills
- Good presentation/speaking skills
- Time management skills/ability to prioritize tasks
- Ability to work independently

Reporting

Initially the Coordinator will report to and receive direction from the both the HTC Municipal Director and the Education Portfolio Holder. This is subject to change over the course of employment depending on capacity at HTC.

Terms of Employment

- Location: Heiltsuk Tribal Council Office (Band office), subject to change
- Term: 3 month initial contract with option for 12-month renewal
- Hours of work: Monday – Friday, 8:00 a.m. – 4:00 p.m. (including one-hour lunch break)
- Hourly wage rate: \$18.00 - \$22.00 (depending on qualifications) + medical benefits

Please submit a cover letter and resume via email with references to:

Heiltsuk Tribal Council

c/o Jaimie Harris, Chair Education Portfolio

Email: jharris@heiltsuknation.ca