



## Employment Opportunity **SPECIAL PROJECTS COORDINATOR**

Reference No. CP-SPC-1121

**PURPOSE:** Reporting to the Director of Capital Projects & Housing, the purpose of the Project Coordinator is to coordinate and provide project and administrative support to housing, infrastructure and Capital projects. This position is a full time term position and works remotely and in the office with moderate local travel as required.

### **RESPONSIBILITIES:**

#### ***Coordinate Projects***

- Work with and/or oversee consultants and contractors as required to facilitate Capital Project demands and success
- Assist in receiving contract bids and recommend successful contractor based on a variety of factors, including price, reputation, and estimated project length
- Create and manage new construction and renovation contracts
- Prepare and/or assist with financial reports including budgets, invoice coding, and cash flow, funding applications and progress reports
- Prepare and/or assist with the preparing CMHC applications/new construction applications and other grant or government funders, and/or lenders as required
- Prepare and/or assist with the preparation of Band Council Resolutions, motions and or committee reports as needed
- Coordinate with other internal departments, outside agencies or organizations to receive and process required documents for projects and departmental initiatives
- Assist with reporting and recommendations to address any project related issues
- Coordinate with other departments to facilitate projects and processes; assist in completing documentation, such as Right of Way, Work Access Agreements, GST forms, applications, land status reports, funding applications and reports, and other project related documents, etc.
- Other related duties as required

#### ***Provide Administrative Support to the Department:***

- Support project work in a variety of clerical duties such as copying, taking meeting notes/minutes, data storage and filing
- Prepare a variety of documents such as correspondence, reports, newsletter inserts and assessment documents
- Write and coordinate funding/grant proposals
- Attend department meetings
- Manage physical and electronic files and documents
- Prepare agenda items and reports for Committees
- Refer community members to internal and external resources when appropriate
- Participate in a variety of internal and external committees and working groups as directed by the Director of Capital Projects & Housing
- Educate community members on construction processes and requirements as may be required
- Creation and implementation of Communications Strategy to ensure adequate information is communicated to members, other departments, external stakeholders and outside agencies regarding ongoing projects
- Other related duties as required

### **EDUCATION AND EXPERIENCE: *(please attach all required documents)***

- Grade 12 graduation required
- Business Administration Certificate; diploma is considered an asset
- Certificate in Project Management preferred
- Experience working in a First Nations community is essential, and a willingness to learn about Cowichan culture, customs, and traditions
- Criminal Record Check (CRC) required
- Valid BC Driver's License and reliable vehicle required
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. ***All individuals must show Proof of Vaccination as a mandatory condition of their employment.***

### **SKILLS, KNOWLEDGE, AND ABILITIES:**

- Knowledge of Cowichan Tribes internal departments and programs
- Knowledge of internal databases an asset, i.e. AIS and TIFIS
- Knowledge of Microsoft Office Suite programs, including Microsoft Projects, One-Note or other Project Management tools
- Well-developed written, oral, interpersonal skills and computer skills
- Organizational and time management skills with the ability to coordinate different projects simultaneously

***HOW TO APPLY:*** Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Applications must be sent to Human Resources via email before the deadline with the Reference Number in the subject line of your email.

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Cowichan Tribes Human Resources Department

Email: [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

Website: <http://www.cowichantribes.com/member-services/human-resources/employment-opportunities>

**Deadline: 4:00 p.m. on Monday, November 22, 2021**