



Position: Indigenous Economic Development Project Coordinator

Employer: South Island Prosperity Partnership

Hours: 20 hours per week

Status: Temporary part-time

ABOUT THE POSITION:

The Program Coordinator will work directly with a consultant, the Indigenous Prosperity Working Group and Leadership Advisory Committee and the South Island Prosperity Partnership (project lead) to support the successful development of the Indigenous Prosperity Centre. Within this context, the Program Coordinator will provide a broad range of support services for a number of engagement and project initiatives relevant to supporting economic prosperity with, and for, First Nation, Inuit, and Métis (FNIM) communities on Southern Vancouver Island.

QUALIFICATIONS & EXPERIENCE:

The ideal candidate will have a majority of the following skills:

- Excellent organizational and time management skills
- Excellent interpersonal and customer service skills
- Very good verbal and written communications skills
- Capacity to work effectively and efficiently under pressure
- Capacity to use good judgment in assessing difficult situations
- Capacity to effectively handle confidential matters and materials

The ideal candidate will have a majority of the following experience:

- Diploma or equivalent experience in business administration, economic development or a related field
- Practical and related office administration support (e.g. meeting preparation, minutes, task management and follow-up) experience
- Project coordination and event planning experience
- Comfort with social media engagement
- On-the-job computer/word-processing and spreadsheet software experience
- Experience with Microsoft Word, Powerpoint and Google Suite
- Knowledge and understanding of Canada's FNIM history, culture and socio-economic issues/needs
- Demonstrated knowledge of FNIM governance structure and protocols, organizations, communities and geographic territories
- Knowledge of an Indigenous language an asset
- Entrepreneurial mindset and strength in relationship building

Salary range will be commensurate with experience. Please inquire for more information.

Pursuant to Section 42 of the BC Human Rights code, preference will be given to members of the following designated groups: Indigenous peoples.

To apply, please email your resume and cover letter to Emilie de Rosenroll at office@southislandprosperity.ca