



WEST MOBERLY FIRST NATIONS



Box 90 Moberly Lake BC V0C 1X0

Telephone: 250-788-3663 Facsimile: 250-788-9792

TUS Programme Coordinator

1 Year Contract

West Moberly First Nations (WMFN) is currently implementing a traditional use study (TUS) programme in Treaty No. 8 and is looking for a TUS Programme Coordinator. The successful candidate will work with the Land Use Manager to implement the programme in collaboration with the project team. We are looking for a skilled TUS Programme Coordinator to undertake a variety of administrative and programme management tasks. You will assist in the organisation and implementation of program activities as well as carry out important program monitoring duties. To be an excellent TUS Programme Coordinator, you must be organised and detail-oriented, comfortable working in a variety of settings and with members of the project team and the WMFN community. Having an understanding of the administration, management, and operationalisation of traditional use and knowledge studies is an asset.

General responsibilities:

- Support the planning and coordination of programme activities;
- Foster effective communications within the project team and the Land Use Manager;
- Assist with the monitoring the implementation of policies and practices;
- Ensure that the TUS interviewers have the necessary supplies to carry out the mapping and documentation of traditional uses and knowledge information;
- Schedule and organise meetings/events;
- Travel to meetings and interview locations;
- Keep updated records, prepare paperwork, and contribute to reporting; and,
- Help build and maintain positive working relationships.

Minimum requirements:

- Proven experience as a programme coordinator or directly relevant position;
- Knowledge of programme administration and management;
- Ability to work in a diverse and multi-disciplinary team;
- Capacity to work in a small community and
- Maintain confidentiality, privacy, and protection of sensitive information;
- Excellent time-management and organizational skills;
- Outstanding verbal and written communications skills;
- Proficient skills regarding computers and typical office software;
- Detail-oriented and efficient;
- Valid driver's licence and access to a vehicle;
- Ability to travel for periods of up to one week on the road; and,
- Direct education or experience in programme coordination or a relevant field.

DEADLINE: THURSDAY FEBRUARY 15TH, 2018

4:30 PM SEND RESUMES TO: ATTENTION: JOHN LEWIS

West Moberly First Nations

Box 90 Moberly Lake, BC V0C 1X0

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E-mail: wmfndirector@westmo.org