



# *Tk'emlúps te Secwépemc*

(Kamloops Indian Band)

## **JOB POSTING**

**Tk'emlúps te Secwépemc (TteS)** is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated, and dynamic individuals to fill the following position.

**Position Title:** Project Coordinator  
**Department:** KIBDC  
**Supervisor:** KIBDC Manager  
**Terms:** Full-Time  
**Job Reference #:** 2019-010

### **PURPOSE OF POSITION:**

The purpose of this position is to ensure the overall purpose, goals and objectives of each project assigned to her/him, are completed within project timelines and budgets. The successful candidate will coordinate with internal stakeholders and subject matter experts and oversee all contract employees, amongst other tasks that may be issued from time to time.

### **DUTIES AND RESPONSIBILITIES:**

- Coordinates and oversees all project activities and contracts; and liaises with external agencies and institutions as required
- Tracks all project plans and reports any variances
- Monitors project expenditures, calculates budget balances, advises on fund availability and completes account balances
- Researches and writes business plans, feasibility studies
- Conducts market analysis and financial analysis for proposed projects or partnerships,
- Functions as liaison and representative of TteS with all related contract services
- Coordinates, organizes, and monitors various stakeholders to ensure contract execution and completions occurs as agreed
- Coordinates all office administrative activities
- Directs and works cooperatively with staff as required
- Responds to project inquiries
- Completes all project reporting, as required
- Attends required meetings, including Joint Committee and Executive meetings
- Maintains confidentiality on all project related matters

### **POSITION QUALIFICATIONS:**

#### **Education/Training/Certification**

- A degree in Business Administration or related discipline or 3-5 years' work experience in a similar work environment or an equivalent combination of education, training and/or experience
- Project Management Professional designation is highly desired, (PMP) or enrolled in a designation program
- Previous experience in establishing and maintaining successful partnerships and assisting with negotiations
- Must possess a valid Class 5 BC Driver's License
- Must possess a clean driver's abstract and maintain clean status throughout employment term

- For those projects that demand it (New Gold work for example) – must be able to provide satisfactory drug test results and maintain that throughout the project’s life-cycle

**OTHER QUALIFICATIONS, KNOWLEDGE & SKILLS:**

- Familiarity with Secwepemc culture and ability to work in a cross-cultural setting
- Good oral and written communication skills
- Ability to verify research, collect data, prepare detailed notes, and other documents
- Advanced computer skills, specifically with Microsoft suite of products, including project management/tracking software
- Strong analytical, organizational, coordination and planning skills
- Strong tact and diplomacy

**Hours of Work:** Normal shift for these positions is 7 hours per day, there may be extra hours required for project deadlines and additional travel, non-normal shifts may be required from time to time

**Pay Grade:** As per current TteS salary grid

Tk’emlúps te Secwépemc thanks all applicants for their interest in our current opportunities. However, only those selected for an interview will be contacted.

**Deadline is Wednesday, March 20, 2019  
to be received no later than 2:00 PM**

Please submit the **TteS Job Application Form** alongside your Cover Letter, Resume, and References online at <https://tkemlups.ca/how-to-apply/job-application-form/>

Or by email at [resume@kib.ca](mailto:resume@kib.ca), Or by fax, at (250) 828-9847

Or in person, at our Human Resources Office at #210-330 Chief Alex Thomas Way  
Office Hours are Monday to Friday, 8:00 AM to 4:00 PM  
Closed for Lunch from, 12:00 PM to 1:00 PM

Any late submissions or submissions without the **TteS Job Application Form** will **NOT** be considered.