



LILLOOET TRIBAL COUNCIL

Job Posting

Indigenous Skills and Employment Training Program (ISETP)

Position: *Contract Manager*
Reporting to: Program Manager – Indigenous Skills and Employment Training Program (ISETP)
Term: .5 PT
Posted: March 12, 2020 **Closing Date:** *March 26, 2020 at 4:30 pm*

JOB SUMMARY

The Contract Manager will be responsible to prepare and administer ISETP funding contracts as well as to provide information regarding ISETP programs and policies. The Contract Manager will provide reports and updates on monitors, meetings and proposal expressions of interest to the ISETP Proposal Review Committee and Program Manager. The Contract Manager will be required to promote ISETP programs and participate in developmental initiatives of the Lillooet Tribal Council. The Contract Manager will work collaboratively with the employment counsellors and administrative assistant to ensure program policies and procedures are being met.

SPECIFIC RESPONSIBILITIES:

- Review funding applications against the ISETP programs guidelines and funding policies.
- Organize supporting documents for approval of funding
- Ensure the sponsor submits required documentation and determine client eligibility.
- Financial contract maintenance processing of payments.
- Monitors the contractual agreement and supports the activities of the participants.
- Input final claims and reconciling financial records
- Provide on-going support for Bands and Organizations.
- Draft correspondence, memos, reports, etc.
- Prepare cheque requisitions
- Promote ISETP and the employment/ training programs.
- Liaison with First Nation communities, organizations, employers and economic development corporations that provide employment and training opportunities for First Nation individuals.
- Provide information sessions to Bands and Community organizations on ISETP programs and funding policies.
- Represent ISETP at local community meetings to promote the implementation of local priorities and strategies.
- Organize and implement Special Initiatives as directed by the Program Manager.

QUALIFICATIONS:

- Degree or Diploma in Business Administration with courses in Human Resource Management or two years work experience in a similar position.
- Background in Financial Management Accounting Processes.
- Demonstrated knowledge of computer applications and database management.
- Preference given to persons of Aboriginal Ancestry with required qualifications.
- Excellent written and oral communication skills.
- Ability to work independently and ability to multi-task.
- Minimum two years' experience in office administration.
- Knowledge of First Nation communities and organizations within the St'at'imc.
- Knowledge of employment and training programs and services available through local, provincial and federal government institutions and agencies
- Experience in facilitation of group information sessions.
- Ability to prepare and present written and verbal reports.
- Must be available for occasional out-of-town meetings sometimes requiring overnight stays
- Frequent travel will be required so a drivers license and reliable vehicle are required.

SUBMIT RESUME AND COVER LETTER TO:

Andrea Leech, Administrator, Lillooet Tribal Council, 814 Highway 99, PO Box 1420, Lillooet BC or email to aleech@lillooettribalcouncil.ca.

For a complete job description or for any questions, please contact Yvonne LaRochelle, Program Manager at (250) 256-6007 or ylarochelle@lillooettribalcouncil.ca

Only applicants short-listed will be contacted