



## CRANBROOK PROGRAM COORDINATOR (ASETS) POSITION OPENING

Métis Nation British Columbia develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism MNBC strives to build a proud, self-governing, sustainable Nation in recognition of Inherent Rights for our Métis citizens.

### **PURPOSE**

Program Coordinators provide assistance, counselling services and information to prospective clients of the MNBC Métis Employment & Training Program on all aspects of job search and career planning. They also provide counselling and information to employers regarding human resource and employment issues. Program Coordinator delivers services to the community.

### **RESPONSIBILITIES**

- Interview Clients
- Obtain employment history, educational background and career goals
- Assist clients to develop job readiness skills and job search strategies
- Assist clients in choosing trades/employment directions using various online systems
- Review and approve regional funding applications with the support of the Regional Employment & Training Committee and Provincial Office
- Client file processing and maintenance
- Work in conjunction with the Regional Employment & Training Committee to provide training supports within the Region
- Instruct Clients how to write resumes and prepare for job interviews
- Collect labour market info regarding job entry and skill requirements
- Perform administrative tasks, including uploads and reports
- Use all Microsoft applications, computer systems and office equipment
- ARMS system updates and uploads
- Preparing client data for ACCPAC accounting software, processing and approval of regional accounts payables for submission to MNBC accounting staff
- Client and community contacts will be primary, additional contacts will be external partners and other community service centers and the building of source information for clientele
- Develop regional partnerships with industry, employers, non-profits and other service providers for the purpose of client employment, co-funding and regional information

### **Major Challenges**

- Identify barriers to employment and assist clients to develop job readiness skills and job search strategies
- Must correctly determine the interests, aptitudes and abilities of their clients
- Must assist in assessing the need for assistance, social skills training, health or related field assistance, financial aid or further vocational training, or other appropriate services
- Assisting in the delivery of services based on policy, process and specified regulations
- Prioritizing workload



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**Formal Education/Training Required**

- Grade 12 or equal
- Supplementary post-secondary in business/office courses
- Several years' experience in services related to counselling is an asset
- MNBC may consider candidates who demonstrate equivalent combination of education and experience (reduced education requires proportionately more experience)

**Knowledge, Skills and Experience Required**

- Must be knowledgeable about employment searches and career planning
- Should have a good understanding of human behaviour and development, enjoy learning about many kinds of occupations, be able to listen and ask questions effectively and have patience and understanding
- Should have a strong desire to help others and should be able to negotiate and mediate
- Require the ability to inspire respect, trust and confidence
- Good communication and analysis skills
- Knowledge of computers e.g. Excel, Word, Outlook and Access, adaptability and flexibility are important
- A willingness to collaborate with others is also important
- Have a good understanding of the culture and a willingness to learn

**Other**

- Other duties may be assigned as needed to ensure efficient operation of the organization

**Supervision**

- Supervisory responsibilities to Client Support Worker and Office Clerk

**To apply for this position please submit your application to:**

Linda Koster  
Human Resources Manager  
Metis Nation British Columbia

Email: [lkoster@mNBC.ca](mailto:lkoster@mNBC.ca)

**Deadline for applications: Friday December 14, 2018 1:00 p.m.**

For more information regarding MNBC please visit our website at [www.mNBC.ca](http://www.mNBC.ca)

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.*