

JOB DESCRIPTION

JOB TITLE	Coordinator, Employment Services & Employer Partnerships
MINISTRY/DEPARTMENT	STEPS
REPORTS TO	Manager, Employment Services & Employer Partnerships
JOB FAMILY	Nation Support
CLASSIFICATION LEVEL	Level 2
DATE CLASSIFIED	August 2024

POSITION SUMMARY

The Employment Services and Partnerships Coordinator (the coordinator) connects citizens to employment opportunities across the province and supports the development of tools and resources that link citizens to meaningful employment opportunities. The Coordinator contributes to the promotion of job opportunities through activities such as newsletter development, maintenance of databases, and supporting workshop and employment programming registration and participation employment-related events. The Coordinator liaises with STEPS regional program teams to stay current with local skills training and employment needs, including support connecting to regionally based employers. Tracking national, provincial and regional labour market information, especially as it relates to Métis in BC, will ensure the Coordinator is a resource, having the most current data to inform the team’s practice.

The Coordinator is also the first point of contact for clients, employers, and colleagues, providing the initial intake assessment for citizens to determine appropriate next steps including referrals to Training & Career Counsellors, Employment Coordinators, other MNBC ministries and/or external programs. This includes receiving and screening applications for funding and ensuring completion, accuracy and eligibility.

Other administrative support such as clerical support, meeting attendance, and client referrals, round out the role, requiring a balance between strategic planning and day-to-day operational support. Finally, the Coordinator actively participates as a critical member of the STEPS ministry and MNBC Administrative Services team to create solutions that advance the successful, efficient, and effective delivery of MNBC’s goals.

LOCATION

- Provincial Head Office or Regional Offices

DUTIES & RESPONSIBILITIES

Administrative Support

- Be an active member of the MNBC Administrative Services Team and Community of Practice, which requires attendance at meetings and occasional virtual or in-person training as directed by the Executive Director/Director of Operations.
- Contributes to the Employment Services and Employer Partnerships team by offering program support to clients and colleagues through knowledge and understanding of the STEPS Standards of Practice, MNBC policies and procedures, and providing strong community, citizen, and stakeholder relations.
- Develops and/or maintains data collection, management, and reporting systems for the Employment Services

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and Employer Partnerships Team in alignment with funder and internal reporting requirements.

- Monitors and identifies labour market information and supports the data analysis and preparation of presentations or reports that inform strong decision making for the Manager, ES&EP and STEPS and MNBC Senior Leadership team.
- Supports the Employment Services and Employer Partnerships team with creation of finance-related documents for staff, employer, or citizen reimbursements in collaboration with the Finance team.
- Supports the development and distribution of employment-related resources and information to citizens and employers, including training initiatives and workshops.
- Supports the day-to-day operations of the Employment Services and Employer Partnerships team, including calendar management, ordering office and program supplies, and answering telephone, in-person, and electronic inquiries or directing clients to appropriate individuals in the STEPS Ministry.
- Coordinates internal virtual or in-person meetings, prepares and prints meeting materials and agenda, takes minutes, and creates action items for follow up to ensure completion.
- Represents MNBC/STEPS at various employment-related events as required.
- Participates in committees and project teams as required and collaborates with other MNBC ministries and departments to achieve team goals.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Occasional attendance at meetings and events that may require work and travel outside of normal business hours.

Employment Services

- Connects with citizens interested in accessing wage subsidy, paid practicum, and other employment services and supports.
- Assists citizens with applications for wage subsidy, paid practicum, and other employment supports.
- Assesses applications for completeness, ensuring that all eligibility requirements are met and all supporting documentation has been provided.
- Conducts intake and initial needs assessment in accordance with current culturally grounded team practices before assigning applications to Employment Coordinators or Training and Career Counsellors.
- Conducts follow-up with citizens in active wage subsidy and paid practicum agreements to ensure they are feeling supported and discuss future opportunities.

Employer Partnerships

- Connects with employers to identify immediate and future workforce needs, facilitates support from the Employment Services team, and coordinates virtual and in-person meetings with employers.
- Analyzes active employment opportunities to identify potential employer partnerships that would be mutually

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beneficial and initiates and facilitates virtual or in-person connections to share more information.

- Conducts follow-up with employers in active wage subsidy and paid practicum agreements to ensure they are feeling supported and discuss future opportunities.
- Supports existing relationships with employers in communities as well as Métis-owned businesses, in collaboration with the Ministry of Economic Development.

Direct Reports

- None

QUALIFICATIONS

- Diploma in Office Administration, Business Administration, or related field from a recognized post-secondary institution.
- Working towards a Career Development Practitioner certification is an asset.
- Minimum three (3) years of experience in a progressive administrative capacity, including one (1) year of experience in an employment setting.
- A combination of relevant experience, education, and training may be considered.
- Demonstrated personable and friendly nature to be able to build harmonious working relationships with all stakeholders, including MNBC citizens, Métis Chartered Communities, colleagues, and the general public.
- Demonstrated ability to perform administrative duties with deliberate speed and accuracy and without immediate and constant supervision.
- Proven ability to draft reports and business correspondence with outstanding grammar and proofreading skills.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Demonstrated ability to lead, problem-solve, and utilize team building skills.
- Proven ability to utilize, adapt and embrace new technologies, including in-depth experience with Office 365.
- Experience with design/presentation and/or database applications, an asset.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.



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- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.