



COVID-19 RESPONSE COORDINATOR

TEMPORARY FULL-TIME POSITION FOR 12 MONTHS

LOCATION: Surrey Headquarters - #107, 5668 – 192 Street

CLOSES: September 28, 2020 at 4:30 PM PST

ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) 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, assisting in the delivery of services based on policy, process, and specified regulations.

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Surrey Headquarters team as a **COVID-19 Response Coordinator**.

Reporting to the Acting Director of Economic Development and Partnerships, the primary objective of the role is to develop and oversee the COVID-19 response strategies in Métis Nation BC's Chartered Communities.

KEY DUTIES AND RESPONSIBILITIES

- As it pertains to COVID-19, consult with and regularly obtain feedback from MNBC Chartered Community leaders regarding the health, economic and social needs of Métis community members, which reflect rural, remote, and urban environments
- Assist with the development and implementation of COVID-19 response strategies, programs and services while ensuring alignment with guidelines from the BC Government and Provincial Public Health Officer
- Ensure Chartered Communities and citizens have improved access to MNBC COVID-19 programs and services
- Respond to all non-ministry related citizen inquiries regarding MNBC COVID-19 programs and services
- Compile, manage, and make available relevant information related to COVID-19, as well as create and distribute educational materials that promote community awareness of COVID-19 response strategies in the Chartered Communities
- Support Chartered Communities with the preparation of required expenditure and expense summary reports related to COVID-19 grants

- Develop reports regarding the investment of COVID-19 funds within the various Chartered Communities
- Actively work to ensure all response strategies integrate online tools to increase access for those Métis people living in remote and rural areas of BC
- Act as secretariat support for the MNBC COVID-19 Pandemic Response Committee
- Liaise with and support the logistics activities of local health teams, ensuring Chartered Communities have sufficient health-related resources and funding to purchase medication and other COVID-19 related supplies
- React quickly to crisis and organize and implement appropriate assessments and responses
- Participate in the development of interventions and new proposals, linked to assessed needs and gaps
- Build internal capacity within Chartered Communities, through the creation of training curriculum and training of members on various aspects of COVID-19 preparedness and response
- Develop and report on key outcomes, including assessments, interventions, progress monitoring, and testing
- Support the financial integrity and accountability of COVID-19 programs, monitor expenditures within existing budgets and guidelines, report out, and make budget recommendations

THE IDEAL CANDIDATE

- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Degree or diploma in Business Administration, Project Management, Social Services, Community Development or related field
- Minimum of two (2) years of experience in a project management role, or related field
- Combination of relevant experience, education, and training will be considered
- Degree or diploma in Nursing or Community Health, an asset
- Demonstrated ability to effectively communicate both verbally and in writing
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision
- Proven ability to utilize, adapt and embrace new technologies, including Word, Excel and other database/software required by the role

OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC.
- There will be a need to attend meetings and events which may require work and travel outside of the normal business hours.
- Ability to provide a satisfactory Criminal Record Check.
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes.

The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.

PLEASE NOTE THAT CANDIDATES MUST APPLY BY Monday, September 28, 2020 at 4:30 PM PST.

Using COVID-19 Response Coordinator in the subject line of your email, please send your resume and cover letter to:

Jason Chan

Acting Senior Director of Economic Development and Partnerships

Métis Nation British Columbia

Email: jchan@mNBC.ca