



COMMUNITY SERVICES COORDINATOR

PERMANENT FULL-TIME POSITION (37.5 hours per week)

LOCATION: North East Regional Office - 10021 - 100 Street, Fort St. John

CLOSES: May 19, 2021 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.



MNBC's *Employer of Choice Initiatives* offers employees a competitive total compensation package including:

- ✓ comprehensive group benefit package or health-care spending account and enrollment in the Municipal Pension Plan
- ✓ 14 paid days per year for statutory and cultural days (Indigenous People Day & Louis Riel Day)
- ✓ carpool, parking & public transit subsidies (Provincial Office only)
- ✓ educational spending account and professional development allowances to provide annual funding to continue lifelong learning and skills upgrade.
- ✓ remote workplace supports.
- ✓ internal advancement & redeployment opportunities

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Ministry of Citizenship and Community Services team as a **Community Services Coordinator**.

Reporting to the Community Services and Recruitment Manager, the primary objective of the role is to administer third-party funding to MNBC Chartered Communities which is used to connect Métis Citizens and people to culture, programs, and services in their communities, while addressing the diverse needs of the citizens. This position will also assist the Community Services and Recruitment Manager in recruitment fulfilment across British Columbia. This position will also support other operations of MNBC programs, special events, and services delivery across the province.

KEY DUTIES AND RESPONSIBILITIES

- Administer third-party funding to MNBC Chartered Communities across the province.
- Support and mentor communities in completing applications, submitting reports, and budget monitoring.
- Plan and manage in-person intake sessions throughout the province to recruit new MNBC citizens.
- Disseminate information about upcoming community events to Senior Directors and Managers.
- Develop funding proposals to increase current funding to support diverse projects and programs that address community needs.
- Increase capacity of MNBC Chartered Communities by researching and dispersing information related to other funding opportunities available as well as supporting with application process.
- Update all Community contact information regularly including changes in leadership and community boards and circulate information related to their Annual General Meetings.
- Assist communities in successfully spending their funding including creating resources and unique ideas to deliver programs and services to Métis community members.
- Develop and undertake a community-based survey to gather data and information on current experiences and needs of Métis Chartered Communities.
- Maintain regular monitoring and budgeting of third-party funding in an organized manner and make budget recommendations.
- Create reports for MNBC leadership team and complete all reporting for funders.
- Prepare, deliver, and coordinate skill and capacity-building trainings/workshops and opportunities for communities, such as proposal writing, budget management, funding applications.
- Host and facilitate ongoing virtual or in-person community gatherings to share information, create best practices, and celebrate successes in the communities.
- Support and network with local community organizations and services across the province to better support program and service delivery.
- Assist Métis Chartered Communities and work in partnership with MNBC legal counsel to file annual reports and keep updated records and information in accordance with the BC Societies Act.
- Oversee all aspects of planning of community and award events, including staffing needs and logistics, as needed.
- Prepare a variety of progress and success reports for the Community Services and Recruitment Manager.

THE IDEAL CANDIDATE

- Post-secondary diploma or degree in Communications, Business Management, Public or Community Relations, Event Planning, Volunteer Management, or related field
- Minimum of two (2) years' recent experience in a program coordination or related role
- Combination of relevant experience, education, and training will be considered.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.

- Experience with writing complex funding proposals and grants
- Knowledge of community organizations and resources
- Ability to plan and deliver in-person and virtual community events, an asset.
- Previous experience working in an Indigenous Community, building positive and mutually beneficial relationships, an asset.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Ability to handle sensitive information in a confidential manner.
- Ability to lead, problem solve, and utilize team building skills
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Proven ability to utilize, adapt and embrace new technologies, including Office 365 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 Wednesday, May 19, 2021 at 4:30 PM PST.

Using Community Services Coordinator in the subject line of your email, please send your resume and cover letter to:

Maryann Morrison
Registrar and Senior Director of Citizenship and Community Services
Métis Nation British Columbia
Email: registryhr@mNBC.ca