



PROGRAM COORDINATOR- SPORT AND ACTIVE LIVING

TEMPORARY FULL TIME POSITION (37.5 hrs per week) for 12 MONTHS

LOCATION: Provincial Office - Station Tower (13401 – 108th Avenue, Surrey)

CLOSES: May 3, 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 Initiative*** provides employees with 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 (Headquarters)
- ✓ 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 Sport team as a **Program Coordinator- Sport and Active Living**.

Reporting to the Senior Director of Sport, the primary objective of the role is to develop, implement, and oversee MNBC Ministry of Sports' programming, growth, sustainability, and day-to-day operations.

KEY DUTIES AND RESPONSIBILITIES

General:

- Under the Senior Director of Sport's guidance, the Sport and Active Living Coordinator oversees MNBC's Ministry of Sports programming and related supports.
- Research new opportunities, prepare applications, and oversees the grant application process for new funding.
- Plans and develops programs designed to address Métis sports and active living programs in British Columbia in consultation with the Senior Director of Sport.
- Plans and implements Métis Sports program activities and special events.
- Fosters high-value relationships with partnering organizations that benefit the Ministry of Sports' goals and objectives.
- Formulates program policies and procedures and evaluates programs in consultation with the Senior Director.
- Oversees the day-to-day operations of MNBC sport and active living- programming by ensuring that necessary facilities and equipment are in place, program guidelines and policies are adhered to, and program standards are being met.
- When appropriate, the Sports and Active Living Coordinator will provide supervisory oversight of MNBC sports programming staff.
- Manages the financial integrity and accountability of MNBC sports programming: monitors expenditures within existing budgets and guidelines, report out as required, and make budget recommendations.
- Promotes public awareness of and support for our programs by performing duties such as producing promotional material and attending community events.
- Contribute relevant content to creating communication materials, such as media releases and responses to funders.
- Liaises with community service providers, such as ISPARC and other sports professionals in advancing the impact of Metis sports in B.C. Coordinates service provision and facilitates referrals to MNBC sports programming.
- Represents the organization in external events.
- Maintains related records and statistics and produces reports as required.

Supervision:

- Supervises program staff by performing duties such as assigning work, providing feedback on performance, and conducting performance evaluations.
- Participates in the recruitment and selection of program staff by performing duties such as screening applicants, participating on interview panels, and making hiring recommendations.
- Schedules program staff in accordance with program staffing requirements.
- Orients, determines the need for and provides training to program staff, volunteers, and practicum students.

THE IDEAL CANDIDATE

- Diploma in a related field, or an equivalent combination of education, training, and experience.
- Three (3) years of recent related experience, including a minimum of one (1) year in a supervisory 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 operating a program within a government or non-profit setting is an asset,
- Knowledge or experience in sports, wellness, recreation, or active living programming implementation is an asset,
- Superior skills in planning and personal organization.
- Experience in data collection and needs assessment implementation, an asset
- Proficient at the Microsoft Office Suite.
- Ability to encourage and motivate others, an asset.
- Demonstrated ability to effectively communicate both verbally and in writing
- 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 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, May 3, 2021 at 4:30 PM PST.

Using **Program Coordinator- Sport and Active Living** in the subject line of your email, please send your resume and cover letter to:

Bailey Mumford
Senior Director of Sport
Métis Nation British Columbia
Email: bmumford@mnbc.ca