



## REGIONAL PROGRAM COORDINATOR

PERMANENT FULL-TIME POSITION (37.5 hours per week)

LOCATION: Kootenays Regional Office- #240, 1113 Baker Street, Cranbrook

CLOSES: May 12, 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 Employment and Skills Training team as a **Regional Program Coordinator**.

Reporting to the Associate Director of Employment and Skills Training, the primary objective of the role is to provide assistance, counselling services, and information to prospective clients of the MNBC Métis Employment & Skills 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. This role provides supervision to Employment and Skills Training regional office staff.

**Note:** This position is being reviewed as part of a Ministry-wide reorganization, and the below description will be updated to reflect the future vision of the Ministry of Employment and Skills Training.

## **KEY DUTIES AND RESPONSIBILITIES**

### **General:**

- Support the day to day operations and administration of the regional office's Employment and Skills Training programs.
- Support clients through the employability dimensions: Career Exploration, Skills and Education Enhancement, Employment Search, and Employment Maintenance
- Administration of regional funding applications which include, including client interviews, preparation of funding applications, and approval of regional accounts payable for submissions to MNBC's Finance department
- Liaise with the Regional Employment & Skills Training Committee and Provincial Office to provide training supports within the region.
- Perform administrative tasks and use computer systems and office equipment.
- Update and provide regional labour-market information regarding job entry and skill requirements.
- ARMS system updates and uploads
- Develop regional partnerships with industry, employers, non-profits and other service providers for the purpose of client employment, co-funding and regional information.

### **Supervision:**

- Supervise regional office staff by performing duties such as assigning work, providing feedback on performance, and conducting performance evaluations.
- Participate in the recruitment and selection of staff by performing duties such as screening applicants, participating on interview panels, and making hiring recommendations.
- Schedule regional office staff in accordance with program staffing requirements
- Orient, determine the need for and provide training to regional office staff, volunteers, and practicum students.

## **THE IDEAL CANDIDATE**

- Degree or diploma in career development or related field
- Three (3) years of experience in employment counselling, post-secondary education, or related field
- One (1) year of experience 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.
- Competent assessment skills utilizing a comprehensive model, appropriate to client needs.
- Excellent knowledge of labour-market trends, as well as employment and non-employment related services in the community

- Proven ability to write and format current industry-standard resumes.
- Career Development Practitioner certificate, an asset
- Prior experience with client management software, 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 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 12, 2021 at 4:30 PM PST.**

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

Krista Laboucane  
Associate Director of Employment and Skills Training  
Métis Nation British Columbia  
Email: [klaboucane@mNBC.ca](mailto:klaboucane@mNBC.ca)