



RESOURCES COORDINATOR

TERM FULL-TIME POSITION (37.5 hours per week)

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

CLOSES: Posting will remain open until filled and will close without notice

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
- ✓ 15 paid days per year for statutory and cultural days (Indigenous Peoples Day, Truth and Reconciliation 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 Education team as a **Resources Coordinator**.

Reporting to the Métis Program Manager or their delegate, the primary objective of the role is to coordinate the development and distribution of resources for families and communities.

KEY DUTIES AND RESPONSIBILITIES

- Coordinate the design and development of Métis cultural resources for the Ministry of Education
- Procure resources and coordinate the distribution of resources to families and communities.
- Coordinate the storage of resources and maintain an inventory.
- Source suppliers and vendors that can produce resources.
- Build and maintain long-term relationships with vendors and suppliers.
- Coordinate the implementation of resources and materials, including integrating online and interactive tools to increase access for families and communities.
- Coordinate the development of promotional materials for project initiatives and events.
- Facilitate and coordinate additional projects as needed.
- Collaborate with the Ministry of Education Team to create solutions that advance the successful, efficient, and effective delivery of resources for families and communities.

THE IDEAL CANDIDATE

- Bachelor's Degree in Business Administration, Event Planning, Communications, Business Management, or a related field
- Minimum of two (2) years' recent, related experience in project coordination
- Combination of relevant experience, education, and training will be considered
- Strong knowledge of sourcing and procurement techniques
- Exceptional talent in negotiating and networking
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Demonstrated ability to effectively communicate both verbally and in writing
- 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 an asset

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.

Using “Resources Coordinator” in the subject line of your email, please send your resume and cover letter to:

[Colleen Hodgson](#)

Senior Director, Ministry of Education

Métis Nation British Columbia

Email: educationcareers@mNBC.ca

MNBC is committed to promoting the health, safety, and well-being of all staff during the COVID-19 pandemic. The safety of our employees and Chartered Communities is paramount, and vaccination against COVID-19 is a key public measure to reduce the spread and severity of the virus and its variants. As such, we have recently announced all employees, vendors, and visitors are required to be vaccinated against COVID-19 in order to come to MNBC offices. **Effective November 15, 2021: full vaccination against COVID-19 is required to be eligible for employment at MNBC. All individuals must provide Proof of Vaccination, to be verified by Human Resources, as a mandatory condition of their employment.**