



Join Our Team!

LAKE BABINE NATION

POSTED: MAY 23 2023; DEADLINE: MAY 30 2023

PROJECT COORDINATOR FOR PINKUT LAKE / DONALD'S LANDING

*The **Project Coordinator for Pinkut Lake / Donald's Landing** will be the primary point-person responsible for planning and assisting with existing plans, executing, and delivering projects on time, within budget, and in accordance to specifications. To achieve these important goals, the **Project Coordinator** will define project requirements and scope, acquire project resources, and supervise the efforts of project team members. Efficient delivery of project deliverables, effective quality control, clear communication of expectations to Lake Babine Nation Community Members, Management and Chief & Council.*

RESPONSIBILITIES

- Manage project activities throughout lifecycle, including oversight of adequate resources, scheduling, documentation, budget, and other factors necessary for success.
- Organize project teams into suitable workgroups and guide the teams throughout their efforts to produce deliverables according to specification.
- Establish and deliver mechanisms for tracking project progress and reporting to community members, various committees, Economic Development Director, Executive Director and Chief & Council via a formal communications plan.
- Closely monitor the efforts and billing of third-party workers, such as consultants, contractors, and other specialists in collaboration with their supervisor
- Conduct project post reviews in order to identify areas for improvement; make recommendations based on findings and outcomes.
- Other relevant duties

QUALIFICATIONS

- Business Administration Certificate / Diploma. Equivalencies will be considered.
- Finance Experience (Budget: Revenue / Expense tracking)
- Effective Communication Skills (Verbal / Writing)
- High Computer Skills (Familiar with Microsoft Excel, Word; use of email; etc.)
- Knowledge & Understanding of Lake Babine Nation Carrier & Culture
- Knowledge of Traditional Territory of Lake Babine Nation (Areas such as: Donald's Landing, Augier, Pinkut Lake, Taltapin)
- **MUST** have Class 5 Driver's License and reliable vehicle for use on logging access road

APPLY NOW!

Beatrice MacDonald, *Human Resources Manager*

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Successful candidates of short-listing will be contacted