



huuayaht

ANCIENT SPIRIT, MODERN MIND

## Job Posting

**Full Time Position:** Project Coordinator

**Location:** Port Alberni & Anacla Government Offices (commuter truck provided)

**Salary Range:** is based on education and experience

**Authority Relationship:** Reports to the Operations Manager

### Key Accountabilities:

- Assist the Operations Manager in all tasks listed.
- Maintaining confidentiality and neutrality at all times.
- Promoting a performance-focused environment in alignment with the HFN's values, culture and business goals.
- Coordinating project schedules, resources, equipment and information.
- Assist in development and implementation of asset management systems.
- Assist manger with but not limited to preparation of proposals, advancing projects through the concept, design and construction phases, managing existing clients, and developing new clients.
- Ensure projects are on time and on budget
- Identify and define project requirements, scope and objectives, create documents as required to support the development and execution of the project
- Ensure quality control of project deliverables

### Job Duties:

- Assist in development for request for quotes and request for proposals processes
- Assist in or as directed process invoices; coordination with accounts payable to ensure all vendors receive payment
- Assist Operations Manager to ensure contracts, contribution agreements, programs and services are properly administered and reported upon
- As directed, planning and implementing all phases of construction including arranging for site preparation and blue print development, ordering materials, tools and equipment, arranging delivery of goods
- As directed develop and maintain project budgets
- Create reports and updates on projects
- Quality control and progress inspections
- Schedule and keep record of the maintenance of government owned assets
- Coordinate the purchase of materials as required
- Prepare and interpret flowcharts, schedules and step-by-step action plans, and construction drawings
- Solid organizational skills, including multitasking and time-management
- Familiarity with risk management and quality assurance controls
- Ongoing communication, written and verbal, with consultants, contractors, suppliers & regulatory organizations



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**Operational Requirements:**

- Willingness and ability to work after office hours in the evenings, as required.
- Successful background checks, including employment verification and reference checks.
- Effective Oral and written communication skills
- Strong client-facing and teamwork skills

**Education and Experience Requirements:**

- Grade 12 and Post-Secondary an asset
- Proven work experience in the field of construction or coordination, or Minimum 2 years' experience in a similar role
- Experience in project coordination, from conception to delivery, will be an asset.
- Willing to complete and submit on an annual basis, or as required, a Criminal Records Check and drivers abstract
- Must be reliable, diligent, and accountable for time and actions on the job
- Valid B.C. Driver's License as well as drivers abstract

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [HR@huuayaht.org](mailto:HR@huuayaht.org) by fax 250-728-1222 or mail att: Human Resources Manager, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote Project Coordinator Posting. Closing date for this position is April 18, 2019 at 12:00 pm.



# huu ay aht

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**Vision** - *Huu-ay-aht envisions a strong, self-governing and self-reliant Nation. ?lisaak, hišuk ma cawak and ?uu?atuk guide us as we work together to foster a safe, healthy and sustainable Nation; where our culture, language, spirituality and economy flourish.*

**Mission** - *Pursuing self-reliance through economic opportunities, empowering and supporting citizens, stewardship of Hahuuti, and revitalizing language and culture for all Huu-ay-aht.*

## HUU-AY-AHT FIRST NATIONS VALUES

### PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

### RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
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- Observe protocol and ceremony

### HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up

- Be appreciative of one another and the work we do

### EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

### Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

### SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other