



# Job Posting

## LABOUR PROJECT COORDINATOR

### Temporary Full Time

#### BRIEF OVERVIEW

Reporting to the Director of Education, the Labour Project Coordinator is responsible for implementing the efficient operation and reporting of the Carpentry program funded by the Province of BC and WorkBC and implemented at Thompson Rivers University. This role ensures that services are delivered effectively, align with the organization's vision and strategic objectives, and address the reporting needs of the Province of BC as outlined in the agreement. The Labour Project Coordinator will work closely with participants, Thompson Rivers University and the Province of BC, and WorkBC to ensure that all markers for the program are being met.

#### KEY RESPONSIBILITIES

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##### Program Coordination and Delivery

- Coordinates the implementation and day-to-day operations of the Carpentry Program funded through the Province of British Columbia and WorkBC and delivered in partnership with Thompson Rivers University.
- Supports the development and implementation of labour market and skills training initiatives that align with community needs, employment opportunities, and organizational strategic objectives.
- Assists in identifying participant barriers, training needs, and support strategies to improve participant success, retention, and completion rates.

##### Participant Engagement and Support

- Serves as a liaison between participants, Thompson Rivers University, WorkBC, the Province of British Columbia, and other training or employment service providers.
- Supports participants with program navigation, training readiness, goal setting, and employment planning in collaboration with the Director of Education and Employment Coordinator.
- Maintains regular communication with participants to monitor attendance, participation, progress, and overall program success.

##### Administrative and Financial Management

- Prepares and maintains accurate participant files, attendance records, case notes, and program documentation in accordance with program requirements.
- Develops and submits reports, statistics, and supporting documentation required by the Province of British Columbia, WorkBC, Thompson Rivers University, and the Director of Education.

##### Collaboration and Partnerships

- Develops and maintains effective working relationships with Thompson Rivers University, WorkBC, training providers, employers, educational institutions, and community organizations.
- Collaborates with internal departments and external agencies to support participant success and employment outcomes.

##### Human Resources and Administration

- Supports a positive, respectful, and culturally safe learning and working environment for participants and staff.
- Coordinates and participates in program meetings, planning sessions, and team communications.

Other duties as assigned/required.

#### COMMUNICATIONS / CRITICAL SKILLS

- Strong organizational, prioritization, and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and build effective interpersonal relationships.
- Strong organizational skills with the ability to manage concurrent projects and deadlines.
- Communicating information to various levels of the organization via different mediums (email, presentation, etc.).

#### Required:

#### FOUNDATIONAL KNOWLEDGE

##### *Indigenous Perspective*

- Previous lived experience in First Nation Communities, especially in the field of Education.
- Understanding of First Nations needs, issues, and concerns.

##### *Western Ways*

- Diploma in Education, Business Administration, or related studies.

- Resolving conflict with internal/external using tact/diplomacy.
- Strong focus on client service and accessible communications.
- Juggle rapidly changing priorities, using innovation and resourcefulness.
- Respect, patience, understanding, objectivity and professional manner.
- Must maintain a high level of confidentiality.
- Proven ability to deliver results when working both independently and within a team environment.
- Ability to maintain confidentiality and impartiality while being empathetic.
- One year of experience in education, business, and/or management.
- Proficiency in using computers: Microsoft 365, Microsoft Word, Excel, Outlook, PowerPoint, and various video conferencing platforms.
- Valid driver's license (BC Class 5) and satisfactory driving record.
- Criminal records check (vulnerable sector).

Preferred:

- First Aid/CPR
- WHMIS

**WORKING CONDITIONS (MENTAL, PHYSICAL & ENVIRONMENTAL DEMANDS)**

Mental:

- Dealing with large amounts of data.
- Dealing with tight timelines/budget constraints.
- Dealing with highly sensitive situations, crisis management and conflict resolution.
- Making difficult decisions that may have impact on others.

Physical:

- Work long hours using computer or other equipment.
- Work long hours or evenings/weekends.
- Lifting up to 10 - 50 lbs.
- Occasional travel is required.
- Work long hours may include standing, sitting, crouching, kneeling, bending, and/or walking.

Environmental Conditions:

- Work is performed primarily in office and in Education Institutes both public and independent.
- Working in isolation in the field.
- Working in extreme weather (heat, cold, etc.)
- Some travel to affiliated organization locations required.

May need to respond to rare after-hours or emergency calls.

<b>Wage Range:</b>	\$37.13/hour
<b>Preferred Start Date:</b>	ASAP
<b>Expected End Date:</b>	March 31, 2027 (potential for extension depending on work availability)
<b>Expected Travel:</b>	20%
<b>Closing Date:</b>	Open until filled

**Preference will be given to those of Aboriginal Ancestry - per Section 16(1) of the Canadian Human Rights Act.**

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to [hr@xatsull.com](mailto:hr@xatsull.com).

Closing Date: Open until filled

Applications are assessed as they are received therefore early application is recommended. Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered. Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.

