

**Coastal First Nations  
Great Bear Initiative Society**

## Position Description

|                   |                           |
|-------------------|---------------------------|
| <b>Title</b>      | <b>Projects Assistant</b> |
| <b>Department</b> | Programs                  |
| <b>Reports To</b> | Director of Operations    |

### Great Bear Initiative Society

The Great Bear Initiative Society (GBIS) is a not-for-profit organization established in 2003 that is owned and operated by a unique alliance of BC First Nations called the Coastal First Nations (CFN). The society's purpose, function and responsibilities are set out in the Constitution and By-Laws of the society in accordance with the Societies Act of BC.

The GBIS's core function is to protect coastal lands and waters and to support a new conservation-based economy in these territories for members' communities. For more information visit: <https://coastalfirstnations.ca>

### Great Bear Business Corporation

The same group of First Nations have a corporate entity, the Great Bear Business Corporation (GBBC), which was formed to undertake regional business activities, primarily the sale of carbon offsets through the Great Bear Carbon Credit Limited Partnership (GBCC LP).

### Purpose of the Position

The number of projects, funding agreements and sub-grant agreements being managed by Coastal First Nations – Great Bear Initiative has grown rapidly. The key purpose of the Projects Assistant position is to provide the Projects Coordinator with additional day-to-day support in order to better manage and deliver grant agreement administration requirements, and therefore better managed projects, while maintaining a high quality of service and timely deliverables, as well as seamless and respectful interactions with project managers, the GBI Finance Team, funders, and First Nations implementing the sub-grant agreements.

The scope of work for Great Bear Business Corporation and particularly Great Bear Carbon Credit Limited Partnership has increased significantly and looks likely to continue to increase. The key purpose of the Projects Assistant position is to provide the Business Corporations Coordinator with additional day-to-day support in order to better manage and deliver on GBBC operations and, interactions with subsidiaries; to better manage and document the intricacies of carbon operations and therefore build a more complete, timely and efficient Corporate structure and operations while maintaining a high quality of service, as well as seamless and respectful interactions with technical and engineering contractors, accounting and legal support, BC

regulatory and government representatives and our First Nations partners.

The Projects Assistant provides project support and administration to both the Projects Coordinator and the Business Corporations Coordinator. The position will be allocated to Projects (70%) and to Corporate (30%).

The Projects Assistant is a Programs position and a member of the Operations team.

The Projects Assistant must have knowledge related to procedures and practices associated with supporting project and grant agreement administration, meetings, scheduling, report writing and records management. The need to maintain confidentiality in this position, given budgets, funding agreements and contracts for services, is crucial. Work is performed under supervision and is reviewed to ensure conformity with established procedures and practices. Advice, direction and on-going coaching and mentoring are provided primarily by the Projects Coordinator and the Business Corporations Coordinator. Ultimately the position reports to the Director of Operations.

### **Duties and Tasks of the Job Function**

The Projects Assistant position is responsible for the following key areas:

#### **Support to the Projects Coordinator**

- Carry out administrative duties; collecting data; sorting, filing and sending out project documents to the right personnel, contractors, and stakeholders; making arrangements for meetings, presentations, seminars and trainings being organized; keeping track of activities and especially of deliverables to funders;
- Communicate with project managers and the GBI finance team regarding timelines, deliverables, reports to funders, project financial reports etc. as required;
- As a record keeper, attend meetings with the Projects Coordinator and take notes and action items; evaluate the nature and condition of the project administration processes and filing systems, and make recommendations to the Projects Coordinator for improvements to project and grant agreement administration; Become a competent user of both ShareFile software for secure document transfer and archiving, and project management software (currently Avaza) to input and track projects, task and management of deliverables and reminders etc.;
- Review, and become familiar with, grant agreements for issues, timing, budget and deliverables, and assist with the completion of contracts for services to deliver the projects;
- Assist with researching, developing and maintaining a comprehensive electronic filing system for GBI projects and reports, including the development and implementation of filing naming conventions;
- Assist with the creation of a project charter template; population of project charters for existing and new projects;
- Assist with the creation and implementation of project monitoring and evaluation processes, data collection and research;

- Set up new projects; supporting the development of processes and procedures for closing out and archiving projects, and for the internal evaluation of projects;
- Assist the Projects Coordinator in convening quarterly project manager budget and work plan meetings, and assisting with reports on the high-level status of cumulative GBI projects to the Board; and
- As training and experience progresses, the role will include project management/oversight of defined projects and funding agreements.

### **Support to the Business Corporations Coordinator**

- Carry out administrative duties such as composition of letters, memos, email, faxes and forms, and distribution to appropriate bodies, making travel arrangements; management of the meeting schedule by organizing and scheduling appointments and meetings; create specific strategies for easier and effective administration; take detailed minutes at meetings; maintenance of contact lists; and uphold a strict level of confidentiality around contracts, sales agreements, etc.;
- Keep records of all information related to GBBC, GBCCC and GBCC LP and GBIS Forum including clarification and assisting with preparation re presentation to management of funding agreements, trademark information and agreements, correspondence, and service agreements with contractors;
- Review all agreements: ABSA, Reconciliation Protocols, transfer, transfer and management, sales. Sales contracts, non-disclosure agreements etc. Funding distribution models;
- Assist in the preparation of regularly scheduled reports;
- Research and provide drafts of information for internal and external communications; and
- Develop and maintain a comprehensive electronic filing system including the development and implementation of filing naming conventions.

### **Provision of General Administrative Support**

Provision of general administrative support will be as required as directed by the Director of Operations.

### **Relationship with internal and external parties**

- Maintain positive relationships with internal parties:
  - Staff and project managers
  - GBIS and GBBC boards, committees and representatives of member Nations
- Maintain positive relationships with external parties:
  - Funders
  - Other stakeholders
- Work with external auditors, lawyers, etc. as required
- Determine efficient means of communication
- Exchange information, reports etc. as needed

### **Participation in management and staff team meetings**

- Review project reports, identify progress and challenges and submit for discussion; preparing background information where necessary
- Participate in scheduled meetings:
  - Celebrate successes and troubleshoot challenges
  - Follow-up on action items; completing tasks and documenting results
  - Volunteer to chair a meeting if selected

### **Education and Experience**

#### **Education**

- Completion of Grade 12 (High School Diploma).
- Post-secondary courses in office administration

#### **Experience**

- Excellence in use of all Microsoft Office applications - Word, Excel, Outlook and Powerpoint
- Database or Project Management, specifically Avaza, an asset
- Three years' experience working as an administrative assistant or secretary
- Experience and comfort working with various software programs (records management and projects management is preferred)
- Previous experience working in a cross-cultural environment, preferably an Indigenous environment

### **Knowledge and Skills**

- Excellent oral and written communication skills
- Reputation as a problem solver
- Extremely organized and good at time management
- A team player
- Able to work independently and to follow through on direction provided
- Use of discretion and able to maintain confidentiality
- Detail oriented
- Experienced minute taker
- Experienced in records management
- Able to build relationships with First Nations Communities contacts
- Experience in project management would be considered an asset

### **Special Requirements**

Criminal Record Check

## Revision

| <b>History</b>       |   |
|----------------------|---|
| Date April 23, 2021  | Comments – Updated version  |
| Version 2            |   |
| Prepared by:         |   |
| <b>Authorization</b> |   |
| Name                 | Confirmation  |
| Signature            | I confirm that: <ul style="list-style-type: none"><li>• The accountability/deliverables were assigned to this position effective: April 2021</li><li>• The information in this position description reflects the actual work performed.</li><li>• A copy has/or will be provided to the incumbents(s)</li></ul> |
| Date                 |   |