



## **JOB OPPORTUNITY – PROJECTS ASSISTANT**

### **Permanent Full-Time Position**

Is it important to you that your skills and experience are being applied to help make a positive difference through your team's work in protecting natural resources and building sustainability? Do you consider yourself a self-starter, a life-long learner, and someone who isn't afraid to take initiative to get problems resolved? Do you have a reputation of being a great team player? If we are describing you, we hope that you will consider joining our team.

### **About the Coastal First Nations – Great Bear Initiative**

The CFN-GBI is a not-for-profit Society established in 2003 that is owned and operated by a unique alliance of First Nations on British Columbia's North and Central Coast and Haida Gwaii. The principal goal of this group is to restore and implement ecologically, socially, and economically sustainable resource management approaches on the Central and North Coast and Haida Gwaii. You can learn more about us at [www.coastalfirstnations.ca](http://www.coastalfirstnations.ca)

### **About the position**

This position reports through the Projects Coordinator (70%) and the Business Corporations Coordinator (30%) to the Director of Operations and is responsible for provision of administrative support to the two coordinators in assisting with grant agreements, project administration, and business corporations administration and related liaison with relevant stakeholders. Full details at [www.coastalfirstnations.ca](http://www.coastalfirstnations.ca)

To be successful in the position you must have experience with practices associated with supporting project and grant agreement administration, scheduling meetings, maintaining confidentiality, report writing, records management and to quickly become a proficient user of project management software (currently Avaza) and also ShareFile. Completion of Grade 12, post-secondary courses in office administration, at least three years' related experience preferably while working in a cross-cultural, not-for-profit sector, advanced Microsoft Office and Microsoft 365 skills, experience with records management and excellent oral and written communication skills are required. Flexibility, attention to detail, comfort with change, detail orientation, being a successful multi-tasker, being a problem solver and organized are also necessary skills for this position.

You must be willing to work both from home and from the office (located in downtown Vancouver) until the CFN-GBI office fully re-opens (due to COVID-19 considerations).

Please note that CFN-GBI hires based on skills, ability and qualifications, however, in support of our strategy to achieve our employment goals for Aboriginal peoples, qualified Indigenous applicants, particularly from the CFN-GBI alliance Nations will be given priority.

CFN-GBI offers competitive compensation which includes a comprehensive benefits package. If you feel that this position might be of interest, we hope to hear from you. To apply, please email a cover letter and resume to [hr@coastalfirstnations.ca](mailto:hr@coastalfirstnations.ca), to the attention of Gary Wilson, Director of Operations by **3:00 p.m. on Friday July 09, 2021**. Note: Only those shortlisted will be contacted.