

## **MAJOR PROJECTS COORDINATOR**

### **Term, Full Time Remote**

***PROTECTING OUR COAST. BUILDING OUR ECONOMY.***

***A unique alliance of eight First Nations in BC, creating jobs for the future and protecting the Great Bear Rainforest.***

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

Coastal First Nations is a unique alliance of First Nations on British Columbia's North and Central Coast and Haida Gwaii that came together in 2000 and established the Great Bear Initiative Society as a not-for-profit Society in 2003. 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. To learn more about us, visit: [www.coastalfirstnations.ca](http://www.coastalfirstnations.ca).

#### **Who we are looking for**

We are seeking a skilled and experienced Major Projects Coordinator to join our Major Projects team. This is an exciting opportunity to work in a dynamic and fast-paced environment, contributing to the success of purpose-driven organization. The successful candidate will possess strong project coordination and excellent communication skills. They will be able to coordinate with various levels of stakeholders and partners, for the seamless execution and coordination of logistics of all Major Projects activities. The successful candidate will bridge the gap between strategy and action, manage all files and reports, and coordinates for activities for the Major Projects initiative and provide administrative support to the Communications team as needed.

#### **About the position**

**Position:** Major Projects Coordinator  
**Reports to:** CEO; Director of Communications  
**Location:** Remote, some travel required  
**Start Date:** ASAP  
**Term:** Term end date March 31, 2027  
**Salary:** \$70,000 - \$75,000 per annum

#### **Responsibilities include the following:**

The Major Projects Coordinator role is responsible for maintaining project momentum by providing coordination support to various levels of stakeholders which include federal, provincial, and Indigenous governments and bodies. The coordinator is responsible for documenting meeting outcomes and following up on action items. Beyond administration, the Major Projects Coordinator provides critical oversight by tracking budgets, monitoring workplan progress, and ensuring all deliverables meet established timelines. By translating day-to-day activities into formal reports and maintaining organized project workflows, the coordinator ensures the Major Projects initiative remains on track and meets all milestones.

The Major Projects Coordinator position is responsible for the following three (3) key functions:

**Meeting Logistics, Coordination and Administration**

- Schedule and coordinate meetings, virtual and in-person, related to Major Projects work.
- Draft agendas, minutes of meetings, record and distribute actionable minutes.
- Proactively follow up on action items with all internal and external parties to ensure tasks are completed by the agreed-upon deadlines.
- Build and maintain a positive working relationship with all parties working on the Major Projects initiative, facilitating communications and information flow.
- Support internal and external demands and providing highly effective administrative support to major projects file.
- Maintain files for easy retrieval of all documents related to the Major Projects initiative.
- Media management, keeping up with relevant current events, organizing and maintaining a database, archiving.

**Coordination, Reporting and Tracking**

- Maintain and update Major Projects initiative timelines, tracking milestones and deliverables for project progress for CEO and Director of Communications review.
- Identify potential bottlenecks or delays in the workplan and escalate them to CEO and/or Director of Communications for resolution.
- Implementing plans and monitoring major projects activity progress, drafting bi-weekly reports and briefing notes as required.
- Draft and edit progress reports for internal leadership and external partners, ensuring accuracy and professional tone.
- Follow up on invoices, and completing out of pocket expenses, travel expense claims for all major projects related meetings and expenditures for attendees, as required.
- Process invoices, track major projects expenditures against the budget, and flag potential overages to the CEO and Director of Communications.

**Communications Administration Support**

- Provide administrative support to the Director of Communications.
- Keep track of relevant external news and information sources, highlighting key issues and trends and updating the Communications team.

**Other duties**

- Other duties as assigned/required.
- Participating in scheduled meetings to celebrate successes and troubleshoot challenges, following up on action items; completing tasks and documenting results, volunteering to chair a meeting if selected.
- Develop and maintain individual workplan to record progress towards goals and milestones, updates and areas requiring support.

**Qualifications: Education and Experience**

*This list of desired qualifications is what we are ideally searching for, but not all are required. Other combinations of education and experience may be considered; thus, if you don't have direct experience in some of these areas, feel free to let us know how other experiences have equipped you to succeed in those parts of the role.*

- Bachelor’s degree in Marketing, Communications, Business Administration, or Political Science OR equivalent experience in community.
- Previous experience working in cross-cultural environment and cultural knowledge of First Nations communities.
- Experience working in an organization of similar complexity (e.g., multiple stakeholders).
- Experience managing projects.
- Experience drafting and compiling reports for government bodies.
- Cultural safety awareness, and knowledge of Indigenous Peoples.
- Extensive knowledge related to procedures and practices associated with planning, organizing, delivering, and evaluating communications to target audiences.
- Satisfactory Criminal records check.

### **Skills Sets and Competencies**

- Strong personal interest and commitment to Coastal First Nation – Great Bear Initiative's mission and vision required.
- Knowledge of and respect for the traditions, culture, and protocols of BC's Indigenous communities.
- Strong communication and interpersonal skills with the ability to engage and listen.
- Demonstrated ability to take the initiative and succeed working as a team.
- Ability to use tact and good judgment in dealing with sensitive and complex issues.
- Excellent organizational skills and attention to detail.
- Strong written and verbal communication skills.
- Problem-solving, analysis, troubleshooting decision making and collaboration skills.
- Proficiency in using computers: Microsoft Word, Excel, Outlook, PowerPoint, and various video conferencing platforms.

The following skills and experience are not required but are considered an asset:

- Experience working for non-profit, or government.
- Experience working with various stakeholders including those in federal, provincial, Indigenous governments and bodies.
- Valid driver license (BC Class 5) and satisfactory driving record.

### **How to apply**

Interested candidates are invited to submit the following to [hr@coastalfirstnations.ca](mailto:hr@coastalfirstnations.ca) no later than May 7, 2026, at 5:00 pm PST.

1. A letter of interest outlining how your previous experience and education would support this position. If you have an interest or expertise in Project Management and Communications, please note this in your cover letter. We welcome Indigenous applicants to self-identify.
2. An up-to-date CV.

The successful candidate will be asked to provide references, and a satisfactory criminal records check. We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. As this is a unique opportunity, we welcome and are open to discussing flexible arrangements. We thank all applicants for their interest; only those selected for an interview will be contacted.



We aim to provide support through this recruitment process for applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodation during the interview process, don't hesitate to get in touch at [hr@coastalfirstnations.ca](mailto:hr@coastalfirstnations.ca).

CFN-GBI hires based on skills, ability, and qualifications; however, in support of our strategy to achieve our employment goals for Indigenous Peoples, qualified Indigenous applicants will be given priority. ***Persons of Indigenous ancestry will be given preference. s16(1) CHRA***