



LILLOOET TRIBAL COUNCIL

682 Main Street, P.O. Box 1420, Lillooet, BC V0K 1W0
T: 250-256-7523 F: 250-256-7119 info@lillooettribalcouncil.ca

LTC – ISET Program Projects Coordinator

Job Title: Project Coordinator
Organization: Indigenous Skills and Employment Training Program (ISETP), LTC
Department: ISET
Reports to: ISET Program Manager
Classification: Diploma/Certificates
Term: Full Time – Temporary (6 Month Term)
Posted: November 26th, 2021 **Closes:** December 10th, 2021, at 3:00 pm

The ISET Program is seeking a full-time casual position to provide coordinator tasks for ongoing projects within the ISET Program with the possibility of turning into a permanent position.

The Project Coordinator will assist in daily activities under the ISET Program in accordance with Data Governance Projects and IT Transformation Projects. The roles and responsibilities of the candidate will be to assist in building and maintaining our Project Management tool, Smartsheets.

Key responsibilities:

- Ensuring project team adheres to provided timelines and deliverables
- Ensuring documentation is maintained throughout the length of the projects
- Communicating plans, actions, risks, and issues with key stakeholders
- Assess project risks and issues and provide solutions where applicable
- Managing and building relationships with multiple teams
- Assisting the Managers with administrative functions and processes
- Managing day-to-day activities for the Management team
- Analyzing project data and producing progress reports
- Organizing, attending and participating in stakeholder meetings

Skills and qualifications:

- 1-2 years' experience in project or administrative assistant environment is considered an asset
- Ability to work independently and as part of a team
- Self-motivated and driven
- Excellent time management skills
- Ability to adapt to changing environments and timelines
- Excellent attention to detail
- Exceptional verbal, written and presentation skills
- Excellent communication and organizational skills
- Excellent analytical and problem-solving skills

Pursuant to Section 41 of the British Columbia Human Rights Code, preference will be given to applicants of St'at'imc or Aboriginal Ancestry.

How to apply:

Please submit a cover letter, resume and three references to:

Andrea Leech, Administrator, Lillooet Tribal Council

682 Main Street, Lillooet BC or email to: info@lillooettribalcouncil.ca