

Job Description:

We are seeking a responsible, Indigenous, Project Coordinator to organize and administer a culturally-based, one year project. The project will be implemented in four (4) communities on the West Coast of Newfoundland.

Project Coordinator responsibilities, including working closely with Elders, youth, and our volunteers in the four (4) project communities.

- Prepare comprehensive action plans, including resources, timeframe, and budgets, for the project.
- Perform various tasks including schedules and risk management, along with administrative duties, like maintaining project documentation and handling project budget.
- To succeed in this role, you should have excellent time management and communication skills, as you will collaborate with Elders, volunteers, and participants to deliver results on deadlines.

Responsibilities:

- Coordinate project management activities, resources, equipment and information.
- Breaks project activities into doable actions and set timeframes.
- Collaborate with Elders and volunteers in the four (4) communities to set schedules.
- Prepare budgets for targeted communities.
- Analyze risks and opportunities on a quarterly basis.
- Closely monitor project progress and handle any issues that arise.
- Act as the point of contact and communicate project status to all participants.
- Work with the Executive Director and Financial Director to use tools to monitor working hours, plans, and expenditures.
- Create and maintain comprehensive project documentation, plans and reports
- Ensure that documents regarding working with youth are created, permission slips, etc.

Skills:

- Proven work experience as a Project Coordinator,
- Experience in project management, from conception to delivery.
- Knowledge of and experience with working on Aboriginal focussed project.
- An ability to prepare and interpret schedules and step by step action plan.
- Solid organizational skills, including multitasking and time-management.
- Strong client communication and teamwork skills.
- Familiarity with risk management and quality assurance control.
- Strong hands on experience with all Microsoft Office products.
- Three (3) to five (5) year experience in Management of culturally-based projects
- Comfortable with traditional ceremonies
- A proven track record when working with youth and Elders.
- Knowledge of online evaluation program survey monkey.
- Clear certificate of conduct.

Employment Details

- Full time for one year.
- Hourly rate: \$ 20.00/hour for a 35 hr. work week.
- Position located in Stephenville.
- Travel allowances for out of town travel.
- Start Date: March 5th, 2018

To Apply:

Please send your resume to:

nawn@nf.aibn.com or by post at
Newfoundland Aboriginal Women's Network
[90 Main Street.](#)

[Stephenville NL,](#)
[A2N 1H9](#)

Job advertised until March 1st, 2018
Only successful candidates will be contacted.