

Project Coordinator/Manager and Community Liaison B.C. Centre of Training Excellence in Mining

DATE of ISSUE: February 8, 2023

DEADLINE FOR RESPONSE: February 22, 2023 at 2 pm PST

CONTACT INFORMATION: info@bc-ctem.ca

The BC Center of Training Excellence in Mining (CTEM) is seeking a highly motivated Project Coordinator/Manager and Community Liaison to join our team in the realization of several exciting projects, designed to make a real contribution to local communities and mine sites across BC.

The individual will need to have between 10-20 hours of capacity weekly to dedicate to overseeing CTEM projects and the ability and desire to travel to communities across BC. The job will operate as a contract opportunity up to March 31, 2024 at which time the role will be reviewed based on organizational capacity and role benefit.

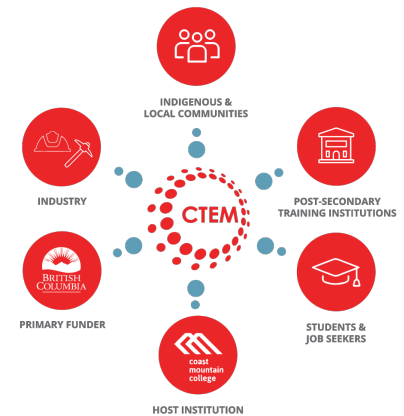
1. About the B.C. Centre of Training Excellence in Mining (CTEM)

CTEM is a provincial organization facilitating collaborative and innovation training for BC's mining industry.

CTEM is not a training provider; it connects industry, students, job seekers, training providers, and communities to meet their respective needs by:

- Playing a leading role in understanding industry skills requirements,
- Facilitating industry driven training, and
- Building alliances and supporting partners.

CTEM is overseen by Advisory and Executive Councils and has an established Governance Framework. It is funded mostly through by one- time funding grants with the addition of industry sponsorship; the funds are administered to Coast Mountain College and allocated to the CTEM organization.



For more information on CTEM visit www.bc-ctem.ca.

2. Project Manager and Community Liaison Description Overview

The Project Coordinator/Manager and Community Liaison role will oversee specific projects and initiatives in local regions across BC. Their job is to work collaboratively with various partners while ensuring the project objectives are implemented in a way that best meets the needs of the partners and that the project deliverables are completed on time and on budget. The job will require good communication skills, open perspective, and a problem-solving spirit. If you are open to traveling to communities around BC, able to work collaboratively with various personalities, and wanting to find new ways of overcoming barriers to training, please apply.

The individual will need to work independently, strategically, and collaboratively with many partners and different perspectives. The individual must be cognizant when a project is behind schedule, needs additional support, or when a partner needs further engagement.

The copyrights of all work related to projects or work carried-out related to CTEM will be

owned by Coast Mountain College care-of Centre of Training Excellence in Mining. The part-time position may be filled as an independent contractor or an auxiliary contract opportunity. The individual will need to have between 16-20 hours of capacity weekly to dedicate to overseeing CTEM projects and key initiatives.

The position could be ideal for a recent student looking to understand the role of partner engagement and the mining industry, someone who has two to ten years of community or industry experience, or someone with more advanced experience wanting to move to part-time basis with a job that has more hands-on involvement with community-based training. Comfort in community, working from home, travelling, and being part of collaborative project environment is important.

3. Key Responsibilities

The individual needs to keep CTEM's values front and center when conducting the job's responsibilities, which are to be: collaborative, inclusive, innovative, supportive, responsive, and respectful.

Key areas of responsibilities for the Project Manager and Community Liaison include, but may not be limited to:

a) Project Coordination/Management

- Lead relevant project oversight, working closely with contractors and partners to ensure the project objectives, deliverables, and communications are accomplished
- Organize project meetings (in-person and online) by managing meeting/site logistics including acquiring room/facilities, travel for attendees, meeting supplies (i.e. food, paper, pens), materials required pre, during and post meeting
- Provide support to meetings (in-person and online) by preparing meeting invites, agendas, meeting notes, project plans/tracking, project updates sheets to communicate out on the project for both internal and external partners
- Draft, edit, and review project related documents and manage the project document process to ensure that the documents are correct, meet objectives/deliverables, inclusive of various perspectives
- Provide financial oversight to work within project budgets
- Administrative duties as relevant to project and initiative work

b) Partner Engagement

- Facilitate and develop working relationships with partners engaged with projects including post-secondary institutions, industry (exploration and mining), Indigenous, community, government, sector based organizations (i.e. Mining Industry Human Resources Council, BC CAT, BCcampus) representatives
- Travel to project sites (respective of COVID-19 restrictions)
- Represent CTEM through meeting participation at relevant meetings or events (i.e. Advisory Council meetings, project specific meetings, organizational meetings)

c) Communications

- Apply various communication methods and styles to maintain and develop connections with current and perspective partners about project details and relevant initiatives
- Provide social media posts (i.e. LinkedIn and Facebook), PowerPoint, website content, specific to projects and relevant initiatives inclusive of and receptive to various perspectives

d) Additional duties

- Additional responsibilities will be necessary as part of project and organizational success

The Project Coordinator/Manager and Community Liaison will be responsible for completing time sensitive and administrative tasks/responsibilities. As projects evolve and needs change, the position will require the Executive Director to assign additional tasks/responsibilities.

4. Additional Attributes

The ideal candidate will need to keep CTEM's values front and center when conducting the job's responsibilities, which are to be: collaborative, inclusive, innovative, supportive, responsive, and respectful. Transferable skills and life experience will be accepted and valued.

Additional required experience includes:

- Respect of all types of individuals and partners
- Strong communication skills including ability to communicate effectively and using varied communication styles through written and verbal methods
- Working closely with diverse partners (leaders, colleagues, participants, contractors, etc.)
- Comfort with preparing and working with various Microsoft Apps and communication mediums including social media, website, PowerPoint, Word, Adobe, Teams, Zoom and Excel
- Ability to meet deadlines and prioritize/handle multiple tasks

Additional beneficial experience includes:

- Ease in partner engagement to include Indigenous, government, community, industry and organizational representatives
- Understanding of the mining industry (inclusive of geoscience, prospecting, exploration, development, mining, reclamation/restoration, processing, etc.)
- Understanding of community-based training
- Experience participating in complex conversations and projects

The individual must be capable of working remotely (working from home and while traveling for work), have ability to easily travel to communities across BC, and capacity to work closely with individuals of different perspectives and backgrounds to advanced training opportunities.

The individual must have access to reliable transportation and have a schedule that can accommodate travel within British Columbia as needed by the projects.

5. Compensation

The position may be filled as an independent contractor or an auxiliary contract opportunity. The respondents should provide the amount of time per/week that can be dedicated to supporting CTEM Projects. The rate will depend on experience and if the individual is filling the role as an independent contractor or an auxiliary contract. This will be discussed during the interview process.

The individual must utilize their own phone, computer and equipment and have reliable access to high-speed internet. The contractor will be reimbursed for travel and expenses, approved by the Executive Director, at cost up to CTEM approved rates.

Independent contractors are required to have a business number, work safe BC number, \$2 million of liability insurance and other appropriate details in place prior to a contract being signed. If the best- suited individual is unable to be an independent contractor, there is the opportunity to be retained as an auxiliary, on-call position. If moving forward as an auxiliary contract position, the individual will need to provide the appropriate internal documentation.

6. Selection Criteria

All documents (Resume and Cover Letter) must be received by 2:00pm on February 22, 2023. CTEM is able to extend or close the posting if a best-fit candidate is not found.

Candidates must be legally able to work, reside in British Columbia, and have the ability to communicate in English. Criteria for selection of a best-fit candidate is outlined below.

Selection Criteria	Percentage
Applicable community or industry experience (transferable experience is accepted and valued)	20%
Applicable project experience (transferable and life experience is valued)	20%
Quality of communication skills	30%
Quality of teamwork and collaboration skills	30%

7. Job Posting Timeline

The timeline for the job posting is provided below.

- Job posting opens – February 08, 2023
- Deadline for submissions – February 22, 2023
- Job start date – anticipated for May 1, 2023

8. Instructions to Apply

Those interested, should e-mail info@bc-ctem.ca the following:

- Cover letter (include why you would like the position, statement of qualifications, and relevant experience), and
- A resume/CV.

Interviews may be required. Individuals who are shortlisted will need to provide contact information for at least three references to independently confirm the skills and attributes of the individual applying.

CTEM is an equal opportunity employer. All those who are interested to apply are encouraged to do so. Only those who have been selected for an interview will be contacted.