

Project Coordinator/Manager and Community Liaison

Part Time

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.

CTEM is a province wide hub that facilitates collaborative, innovative training opportunities for the BC mining industry, job seekers and communities. This position will provide the successful candidate with the opportunity to play a pivotal role in achieving CTEM's mission to connect industry, students, job seekers, training providers and communities by understanding industry skills requirements, facilitating industry-driven training, and developing partnerships.

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 role has key areas of responsibilities for;

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

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)

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

Additional duties

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

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. 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.

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
- Candidates must be legally able to work, reside in British Columbia, and have the ability to communicate in English

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 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 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.

The individuals 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.

For further information on this opportunity and CTEM please see the [detailed job description](#) & [bc-ctem.ca](#).

Those interested, should apply in confidence by e-mail to info@bc-ctem.ca containing the following:

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

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Closing Date: Feb 22, 2023 at 2 pm PST

The anticipated start date of the position is May 1, 2023.