


<b>PROJECT COORDINATOR/RESEARCHER</b>		
Job Posting #2	Date Created: May 20, 2021	
Organization: Stó:lō Xwexwilmexw Treaty Association		
Reports to: Director of Operations	Status of Employment: Full-Time	

**POSITION SUMMARY:**

The Stó:lō Xwexwilmexw Treaty Association (SXTA) requires the services of a qualified individual to fill a vacancy for a project coordinator/researcher position.

This person will be the primary point-person responsible for planning, executing, and delivering the SXTA’s projects on time, within budget, and in accordance with specifications.

To achieve these important goals, the project coordinator/researcher will define project requirements and scope, acquire project resources, conduct extensive research and collaborate closely with other project team members. Efficient delivery of project deliverables, effective quality control, clear communication, and upward reporting to senior management are critical tasks that must be performed throughout each project’s lifecycle.

This position reports to the Stó:lō Xwexwilmexw Treaty Association Director of Operations.

**Qualifications/Requirements:**

- Master’s Degree preferred (in a humanities discipline). Bachelor’s Degree required.
- At least two years of direct work experience in project management/research.
- Demonstrated success in project delivery and execution of project management methods.
- Must be a clear communicator with strong verbal and written skills (the successful candidate will be required to take minutes at meetings on occasion).
- Ability to use MS Office (Outlook, Word, Excel, Power Point).
- Ability to assess socio-economic factors, trends, and other criteria to determine chances of project success.
- Intuitive grasp of organizational structure in order to manage cross-departmental and cross-disciplinary resource allocation.
- Highly effective negotiation, diplomatic, and conflict-resolutions skills.

- Excellent creation and facilitation of meetings, feedback sessions, and briefings in order to create consensus among stakeholders.
- Ability to effectively communicate with all types of staff, including technical, professional, and senior management.
- Strong knowledge of financial management.
- Strong problem identification and problem-resolution skills.
- Ability to create and edit project documents, materials, and presentations.
- Ability to adjust to shifting priorities and deadlines.
- Persuasive and motivating.
- Demonstrated ability to work independently, with minimum supervision in a team environment required.
- Ability to build and maintain lasting relationships with key business partners and customers/community members.
- High level of integrity, confidentiality, and accountability.
- Efficient, consistent team player.
- Strong organizational skills.
- Ability to prioritize, and efficient at scheduling work assignments.
- Ability to take on responsibility and use initiative to prioritise work effectively, under pressure and to tight deadlines.
- Familiarity with Stó:lō and/or other First Nations' culture, traditions, and history preferred.
- Openness to on-going learning in relation to Stó:lō culture and history required.
- Ongoing knowledge of BC treaty process preferred.
- Must have ability to maintain the confidentiality of all records, materials and communications concerning clients, staff and members of the Stó:lō Xwexwilmexw communities involved in the treaty process.

**Job Duties:**

- Manages the entire lifecycle of the Stó:lō Xwexwilmexw Treaty Association's project portfolio.
- Establishes a Project Charter for each approved project, defining the project's goals, objectives, risks, assumptions, staffing levels, roles and responsibilities, work breakdown structure, milestones, and deliverables.
- Conducts cost-benefit analyses, risk analyses, and ROI calculations to determine project feasibility.
- Oversees the allocation of adequate resources, scheduling, documentation, budget, and other factors necessary for each project's success.
- Plans all project timelines, milestones, deliverables, and micro-deliverables using the appropriate software tools and/or methods.
- Establishes and delivers mechanisms for tracking project progress and reporting to senior management via a formal communications plan.
- Undertakes web and literary research.
- Provides initial analysis of research findings for draft reports and deliverables to managers and/or clients.
- Prepares and assists with the development of company proposals, draft reports and key subject briefs including content review and preparation, formatting and presentation enhancement.
- Liaises with various networks/organizations as determined from time to time for specific projects and / or business unit areas.

- Acts as a resource person for the technical aspects of projects and activities.
- Manages proposals, contracts, and relationships with vendors to acquire the appropriate information to be able to develop forecasting models.
- Writes detailed reports.
- Conducts meetings and forums in order to solicit feedback, input, and expectations; incorporates these into project plans.
- Reallocates resources across multiple projects where necessary; identifies and resolves any resource allocation discrepancies.
- Adheres to established methodologies for project management.
- Produces regular reports on the progress of projects; delivers these reports during regular meetings with senior management.
- Tracks all project costs to ensure completion within budget; procures extra budget funding where necessary.
- Closely monitors the efforts and billing of third-party workers, such as consultants, contractors, and other specialists.
- Conducts project post-mortems in order to identify areas for improvement; makes recommendations based on findings.

**Salary Range:** commensurate with experience.

**Type of Position:** Full time with benefits (subject to a three-month probationary period).

**Schedule:** 35 hours per week.

Applications will be accepted until June 11, 2021 at 4:30pm

Please submit a cover letter and resume to [christine.jones@sxta.bc.ca](mailto:christine.jones@sxta.bc.ca)