



Coordinator, Indigenous Initiatives (Permanent, Full Time)

ABOUT THE POSITION

Join ITA and be part of a highly engaged organization that is named one of BC's Top Employers and certified Great Place to Work!



The Coordinator, Indigenous Initiatives is responsible for providing support to the Director of Indigenous Initiatives, as well as other ITA Team Members and Indigenous Stakeholders; which are spread out regionally through the province. ITA has a focus of creating strategies and programs to ease access, increase participation and trade qualifications for Indigenous people in BC. This role is required to maintain strong relationships with BC Indigenous communities to support new and existing industry training programs. The Coordinator will help build knowledge and awareness of the B.C apprenticeship system; providing guidance to Indigenous Community leaders and stakeholders, apprentices, and sponsors on processes and policies relating to the apprenticeship journey and challenger pathway. The Coordinator should have a strong background and skills in project management, documentation and tracking, communication and overall outstanding organizational skills to ensure this field team meets those deliverables.

This position will require the Coordinator to have a strong understanding of ITA policies and procedures and customer support processes; as well as, programs and governance models within Indigenous communities of BC and Canada. The individual will support all the work we do at ITA creating strategies and programs to increase the participation of, and ease access for Indigenous people to industry training in BC. This role is required to maintain strong relationships with BC Indigenous communities to develop and support new industry training programs.

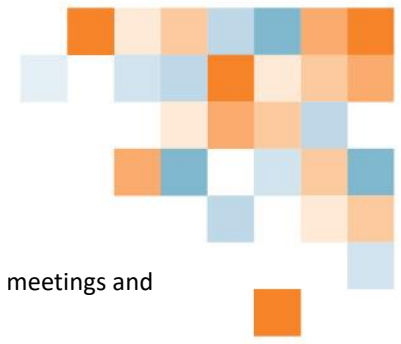
This role works closely with the Director of Indigenous Initiatives, Manager of Apprenticeship Advisors, Apprenticeship Advisors, Manager of Completions, Customer Service, internal and external stakeholders to ensure that ITA fulfils its customer service mandate within established policies and guidelines. This position does not have any direct reports at this time and approximately 5% to 10% of time required for out of office duties/travel.

Submit your cover letter and resume by email before the closing date listed on our careers page to HumanResources@itabc.ca

RESPONSIBILITIES/ACCOUNTABILITIES

Leads or supports initiatives by planning, monitoring, and training including:

- Provide ongoing support to Director of Indigenous Initiatives and existing or future department staff
- Develop and maintain effective working relationships with the Indigenous community, employers, learners, education and training providers, labour and various levels of government in order to increase the number of, and ease access for Indigenous individuals in training programs. Establish an understanding of the ITA and the potential economic and social benefit to Indigenous communities.



- Provide administrative support to *Indigenous Advisory Council* meetings, organizing meetings and materials, and other duties as needed
- Provide program information and support to ITA Indigenous Apprenticeship Advisor Sub-Committee, and Apprenticeship Advisor team, as required
- Facilitate solution focused group sessions for internal and external stakeholders and ITA Team.
- Providing on-going support team relating to Direct Access and data management
- Develop and monitor ongoing gap training for team and Indigenous organization partners
- Assist in creating and maintaining documentation including preparing, monitoring and updating reports and projects required to fulfil program objectives
- Liaise with Customer Experience Lead to research, verify, and validate information with Program Standards, Industry Relations, Assessment teams and other ITA departments
- Review and assess travel claim reports sent by department staff, adhering to ITA travel policies and procedures
- Develop and monitor administration systems and provide guidance and direction for the Director of Indigenous Initiatives (and other staff) including:
 - Develop and maintain document tracking and recording systems
 - Process, maintain and collate reports and project completion information
 - Guide department staff on proper reporting and project completion processes
 - Produce and distribute ITA statistical reports as needed
 - Develop/Maintain electronic filing system and spreadsheets
 - AEST Project Reporting - Management/Updating of Programs Listed in Project
 - CBT Programs – Management/Updating Database

Respond to inquiries from ITA staff, Indigenous stakeholders, apprentices, and sponsors to provide:

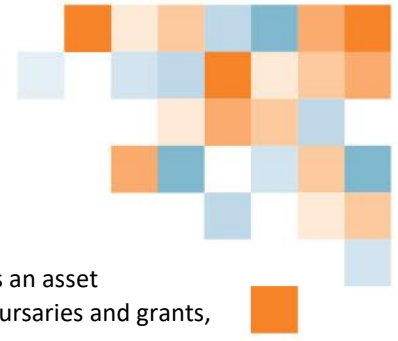
- Information about the Indigenous Initiatives
- Update program information as necessary

Provide general administrative support services including:

- Assist in planning and organizing events
- Photocopy and collate documents
- Receive and process mail
- Prepare outgoing mail
- Assist with documentation preparation and formatting
- Coordinate mail outs
- Serve as point of contact for second level support and referral from the CS; for Indigenous Initiatives questions/scenarios.
- Participate in departmental meetings as needed. Perform other related duties and participate in special projects as assigned by Director of Indigenous Initiatives.

EDUCATION/EXPERIENCE

- A Bachelor's Degree in Business Administration and/or First Nations Studies is required for this role; an equivalent combination of post-secondary education, skills and experience will be considered.
- 3+ years working with Indigenous communities...



- Strong and well-established relationships within many Indigenous communities of BC is an asset
- Strong knowledge of funding options for Indigenous students, including scholarships, bursaries and grants, Metis funding, urban youth, etc. would be beneficial.
- Knowledge of project management techniques and tools, and proficiency with project management software
- Ability to prepare and delivery effective presentations involving technical and/or sensitive information to a diverse range of audiences
- 3+ years using CRM or similar system
- Advanced knowledge of MS Office Suite, particularly in Excel and Outlook for tracking and reporting
- A strong knowledge of the B.C. apprenticeship system is an asset
- Advanced project management experience or skills

HOW TO APPLY

If this sounds like you, we look forward to hearing from you! Submit your cover letter and resume (**PDF format**) by the closing date on our careers page **by email** to HumanResources@itabc.ca. **Be sure to include your name and the position you are applying for** in the subject line, or your application may not reach the appropriate person.

We kindly ask that applications be sent by email only - no fax or mail applications - and we ask for no phone calls please. Due to the high number of applications the ITA receives, only applicants who are selected for an interview will be contacted.

ITA currently operates on a hybrid work environment which encompasses working remotely and in-office.

ITA is committed to providing a healthy and safe environment for all its employees and recruitment candidates. The ITA has implemented its Mandatory Vaccination Policy for staff to help prevent the spread of COVID-19. ITA will continue its obligation to review accommodation requests from staff who are unable to receive the vaccine. We sincerely thank all applicants for their interest to join ITA.