

Project and Research Coordinator

Full-time – Reports to the Chief Administrative Officer

Monday – Friday – 8:30 – 4:30, extra work may be required for meetings and meeting deadlines

DEFINITION:

Reporting to the Chief Administrative Officer, the Project & Research Coordinator supports the coordination and implementation of a variety of projects aligning with the Village's Strategic Priorities. The Project & Research Coordinator will act as a liaison, facilitator and coordinator between the Village's Regional and Provincial partners, community stakeholders, consultants and Village departments to ensure desired results.

RESPONSIBILITIES:

- Prepare and maintain a variety of materials such as technical and status reports, correspondence and project specifications
- Conduct research and analysis and present recommendations to the CAO
- Prepare Requests for Proposals, evaluate bids and proponent qualifications
- Prepare contracts and oversee projects undertaken by consultants
- Liaise with Village partners, including neighbouring local governments and First Nations
- Prepare cost estimates and monitor project schedules
- Effectively communicate project expectations to team members and stakeholders
- Track and finalize projects according to documented scope, negotiated deadlines and budget
- Support Communications and Grants Coordinator in preparation of grant applications and community engagement initiatives
- Represent the Village on the Economic Development Collaborative and advise as part of the Economic Development Collaborative Working Group
- Oversee implementation of the Village of Pemberton Economic Development Strategy and identify areas for regional collaboration
- Represent the Village on the Nu'kw7ántwa' Intergovernmental Committee and the Nu'kw7ántwa' Organizing Committee
- Represents the Village of Pemberton as a liaison for Tourism Pemberton Board Meetings
- Coordinate and attend project meetings
- Review plans at various stages for conformance to project objectives and established standards
- Conduct project debriefs and to identify successful and unsuccessful project elements and makes recommendations for future
- Ensure that all statutory process requirements are met in accordance with the *Community Charter, Local Government Act*, Provincial and Federal Legislation, and Village of Pemberton Policies and Bylaws
- Other duties as assigned.

SAFETY:

As per the Village's commitment to the physical and psychological health and safety of its employees, the Project Coordinator must adhere to the following accountabilities:

- Identifying and reporting workplace hazards
- Participating in incident investigations and inspections
- Assisting with Job Hazard Analysis and Risk Assessments
- Adhere to all workplace safety policies and procedures
- Being aware of the following safety considerations identified for this position:
 - Lifting awkward loads
 - Dealing with difficult customers
 - Extension of regular work hours during peak operations
 - Computer workstation ergonomics
 - Operating company vehicles

QUALIFICATIONS:

- Excellent research and analytical skills
- Experience conducting independent research and providing analysis and advice on multifaceted issues
- Sound analytical thinking, decision-making, planning, prioritization and execution skills culminating in results-oriented problem solving
- High degree of resourcefulness, flexibility and adaptability
- Excellent verbal, written and interpersonal communication skills
- High level of integrity, confidentiality and accountability
- Demonstrated leadership, communication, negotiation and interpersonal skills
- Ability to write technical reports and prepare cost benefit analysis
- Ability to deal tactfully and effectively with a variety of stakeholders
- Time management skills to meet deadlines and manage a large volume of work
- Previous government, First Nations and/or legal experience as well as knowledge of government policy-making and legislative processes considered an asset
- Valid Class 5 BC Driver's License and Satisfactory Driver's Abstract.