




Program Coordinator (Term)



Nuu-chah-nulth Tribal Council (NTC) is seeking a term (to September 30, 2024 – with the possibility of an extension), full-time Pre-employment Supports (PES) Coordinator. Along with program coordination activities, the PES Program Coordinator provides case management support to Social Development Workers' client services. Based out of Port Alberni, this position's duties are aligned with the NTC's Education, Training, and Social Development Department.

Responsibilities Include

- Work closely with case managers to support Income Assistance Clients to navigate the referral process for access to pre-employment training, client supports, employment planning, and training needs.
- Develop a work plan for the PES models, implementation, follow-up, reporting.
- Develop resource material for client navigation and Social Development policy and procedures.
- Provide ongoing support regarding PES reporting requirements.
- Completing the ISC reporting requirements for PES.
- May be required to attend PES meetings/conference calls, and meetings with First Nations.
- Required to follow NTC's guidelines and safety protocols for COVID19 prevention.

Preferred Qualifications

- Post-Secondary diploma in Health, Social Sciences, or Human Services plus 2+ years of supervisory experience.
- Strong computer skills with programs within the Microsoft Office Suite.
- Good communication skills (both written and oral), and effective teamwork skills.
- Ability to collaborate effectively and build and maintain positive relationships with internal and external partners to facilitate/co-ordinate programs, events, people, and tasks.
- Proven experience working with a database and reporting systems for government.
- Understanding of First Nations history, developmental challenges, and opportunities
- Strong organizational abilities and experience balancing multiple projects.
- Possess a valid BC Driver's License and have daily access to a reliable vehicle.
- Provide references and an acceptable criminal record check.
- Be willing and able to demonstrate compliance with the NTC Vaccination Policy (COVID-19)

Competitive salary based on qualifications and experience. Annual salary range \$60,000 - \$70,000.

Apply by **1pm April 22, 2024**, by sending your cover letter, resume, and three references (available to call) to:



Nuu-chah-nulth Tribal Council

P.O. Box 1383

Port Alberni, BC V9Y 7M2

Attn.: Human Resource Manager

Email: apply@nuuchahnulth.org

*We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.
Candidates must be legally entitled to work in Canada to be considered for this position.*

Nuu-chah-nulth Tribal Council