

Project Coordinator Job Posting

Job Title: Project Coordinator	Service Area: Vegetation Management; Ecosystem Restoration
Status: Permanent Full-time (35hr/week; flexible options available)	Location: North Vancouver
Start Date: As soon as possible	Closing Date: Open until filled

COMPANY BACKGROUND:

Established by the Tsleil-Waututh Nation, Inlailawatash is an innovative and growing First Nations company that provides a range of natural and cultural resource services to diverse clients. Since operations commenced in 2007, Inlailawatash has achieved consistent growth and success across five service areas: Tree & Vegetation Management; Ecosystem Restoration; Archaeology; GIS, Mapping & Information Management; and Renewable Resources. By placing the respect of Aboriginal and environmental values as overarching priorities for our business, Inlailawatash is truly unique. Visit www.inlailawatash.ca for more details.

JOB SUMMARY:

The Project Coordinator works closely with the Vegetation & Tree Services Manager to ensure effective management and coordination of the Vegetation Management program, as well as in assisting in managing projects within the Ecosystem Restoration program as required.

Inlailawatash has an experienced team of Certified Utility Arborists, Apprentice Arborists and Saw Operators and is a Primary Contractor for BC Hydro's Transmission Vegetation Management Program.

Our Ecosystem Restoration program focuses on rebuilding, enhancing and maintaining compromised and disturbed ecosystems in resource areas, parks, and urban settings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work collaboratively with the Vegetation & Tree Services Manager to manage and coordinate all key areas of the Vegetation Management program, including:
 - Managing, reviewing, tracking and reporting on BC Hydro work packages
 - Field visits to review new work packages and conduct site safety and quality inspections
 - Supporting crew supervisors with scheduling, logistics and technical support
 - Working closely with and supporting the field crews
 - Working with crew supervisors and field crew in managing equipment maintenance and procurement
 - Engaging and working with clients and project partners
 - Identifying new project opportunities, developing and submitting project bid responses
 - Monitoring project performance, writing up project summaries and reports
 - Administering key elements of the company's Health and Safety Program
- Provide project coordination support for ecosystem restoration projects as required
- Provide other administrative support as required

QUALIFICATIONS AND ATTRIBUTES:

Education/Experience

- Undergraduate or Masters program relating to natural resource management or related field
- 2 to 5 years of relevant experience or combination of experience and educational equivalent (e.g. aborigiculture, vegetation management, natural resource management)
- Interest in First Nations cultural and environmental values and stewardship is essential; past work with First Nations is considered a definite asset
- Experience working in a team environment, especially in a physical outdoor industry
- Relevant professional designation considered an asset
- Current clean driver's license

Technical Skills

- Strong planning and organizational skills, detail oriented
- Project management knowledge and experience
- Excellent oral and digital communication skills with a demonstrated ability to produce plans, reports and other written products
- Experience and demonstrated ability in working with and managing field crews
- Strong awareness of the importance of safety; ability to develop and implement safety protocols and procedures in coordination with work crews
- Experience using Microsoft Office (including Word, Excel, PowerPoint, and MS Project)
- Numeracy skills considered an asset (e.g. developing cost estimates, analysis and reporting of project performance against budget)

Personal Attributes

- Thrives in a constantly changing environment, able to handle a range of tasks and responsibilities
- Strong interpersonal skills, tact in building and maintaining relationships
- Identifying and resolving problems in a timely manner (gathers and analyzes information, and develops alternative solutions using a reasoned approach)
- Ability to proactively take ownership of projects and independently drive them forward
- Able to work independently and as part of a high performing team
- Desire to learn and comfort with learning on the job
- Comfortable working in an office-based role combined with site-based time outdoors that involves some physical demands

BENEFITS TO WORKING AT INLAILAWATASH:

- Excellent pension plan and benefits
- Positive and supportive working environment
- Meaningful work in supporting Indigenous economic reconciliation

Apply by emailing your cover letter and resume to Admin@inlailawatash.ca.

Please use subject line: Project Coordinator - VM: Last Name, First Name (e.g. Project Coordinator - VM: Doe, John). Applicants of Aboriginal ancestry are strongly encouraged to apply.

We thank you for your interest in advance. Short-listed candidates will be contacted; others will be kept in our database for future consideration.