



# Employment Opportunity

**Job Title:** *Project Coordinator – First Nations Flood Management Secretariat*

**Location:** *Abbotsford, BC*

**Term:** *Full-time employment or contract to March 31, 2020.*

**Start date:** *ASAP*

**Wage:** *\$60,000-70,000 annually subject to experience and qualifications.*

**Reports to:** *Lower Fraser Fisheries Alliance (Host Agency)*

## BACKGROUND:

First Nations and First Nation organizations in the Lower Mainland and Fraser Valley have been working toward addressing flood management in their respective territories. Initially operating under the umbrella of the Lower Fraser Fisheries Alliance, the First Nation Flood Management Secretariat will ultimately be an independent organization to support the development of regional First Nations emergency planning and preparedness for flood management throughout the Lower Mainland.

The initial work of the Secretariat will be to identify community priorities and other interests related to flood hazards and vulnerability relevant to the Lower Mainland Flood Management Strategy (LMFMS), coordinated by the Fraser Basin Council. The LMFMS is currently exploring options for regionally-integrated flood management plans which will incorporate a range of options from protection to accommodation to managed retreat, all of which have the potential to affect First Nations interests throughout the region, including construction of new flood protection infrastructure or works to protect the assets on First Nation lands.

## BASIC FUNCTIONS:

The role of the Project Coordinator is to coordinate and plan Secretariat activities, develop structure, processes and policies, perform financial monitoring and reporting, and provide technical support to First Nation communities and the Interim Secretariat Implementation Committee. Working with and accountable to the Committee Secretariat, activities will include:

- Developing a Terms of Reference and draft/interim policies for the Secretariat.
- Developing relationships with individual First Nations and informing them about the Secretariat and the Lower Mainland Flood Management Strategy.
- Identifying human resources and financial needs, managing the Secretariat's budget and reporting to funders and the Secretariat.
- Assisting with hiring and supervising staff and/or contractors.
- Chairing, coordinating and participating in meetings with stakeholders.

- Planning and coordinating engagement workshops with First Nations.
- Participating in various committees of the LFFMS
- Supporting FN representatives on committees and working groups.

## SKILLS AND KNOWLEDGE REQUIRED:

- Preference may be given to candidates with formal education or training in a relevant field, such as business administration, project management, emergency management, natural resource management, or Indigenous studies or five years in a relevant field.
- Knowledge/experience in emergency management frameworks is an asset.
- Experience managing projects, developing governance frameworks, contract administration, managing a budget, and reporting to funding partners.
- Experience hiring and supervising staff and/or contractors.
- Experience conducting engagement within Indigenous communities including planning, organizing, and holding workshops and/or conferences.
- Demonstrated experience writing successful grants and/or funding proposals.
- Experience with relationship building and building trust in communities.
- Experience working in a regulatory environment with multiple levels of government.
- Familiarity with Indigenous history and culture (ideally Coast Salish).
- Public speaking and presentation skills, particularly communicating technical knowledge to a general audience, and facilitating dialogue.
- Experience chairing meetings and working with a board or oversight committee.
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.

## OTHER REQUIREMENTS:

- The ability to work in a team environment and independently and with initiative.
- The ability to work flexible hours and away from home to attend meetings. ✦  
A valid BC drivers license and reliable vehicle will be necessary.

**Application Deadline:** Monday 4 pm January 14, 2019 or until the position is filled.

***Interested candidates should submit their resume, 3 references and cover letter to:***

**Attn: Rosalie Hope, Program Assistant**  
**Lower Fraser Fisheries Alliance 2788**  
 Sumas Mtn. Rd.  
 Abbotsford BC V3G 2J2  
 Tel: 604-852-4040 ext. 34  
 E mail: [Rosalie.hope@lffa.ca](mailto:Rosalie.hope@lffa.ca)

***Only those selected for an interview will be contacted. Preference will be given to persons of Aboriginal ancestry as per Section 41 of the Human Rights Code; please selfidentify on your cover letter or resume.***