



Job Opportunities

Competition # 0118-02

BATC Climate Change Assessment Project Coordinator

(1) Part Time Term position

BATC is seeking a Project Coordinator who will be responsible for ensuring the effectiveness of the BATC Climate Change Assessment Project. The position will be based at the BATC Urban Office in North Battleford and report to Director of BATC Housing & Engineering. This is a part time term position and will run until approximately mid-August, 2018.

THE POSITION: The BATC Climate Change Assessment Coordinator is responsible for effectively organizing the activities and primes involved in the BATC Climate Change Assessment Project.

DUTIES AND RESPONSIBILITIES

- Work with project core team
- Keep communication open between project team and 6 community primes
- Take direction from project manager and project planner
- Provide updates to weekly PMT meetings
- Keep records of activities and communications on project
- Compile information collected, researched, and communicated by end of project (6-month time frame)
- Ensure that timelines are met according to schedule
- Coordinate meeting dates and meeting locations with community primes, consultants & core team
- Ensure that budget is in line with expenses

QUALIFICATIONS

- Minimum Diploma in Administration Services/Management or related field
- Must have a combination of minimal of 2 – 3 years related experience
- Leadership, analytical and communication skills, familiarity with various business computer software
- Excellent interpersonal skills & computer skills including spreadsheets
- Decision making skills
- Valid Class 5 Drivers License and reliable vehicle
- Understanding and Speaking Cree Language and Culture an asset

Closing date: February 2, 2018 - Please quote Competition # 0118-02

Please submit resume, cover letter and CPIC to:

HUMAN RESOURCES
Battleford Agency Tribal Chiefs
971-104th Street
North Battleford, Saskatchewan S9A 4B2

Phone: 306-446-1400
Fax: 306-446-1308
Email: humanresources@batc.ca