

# JOB POSTING

## Employment Coordinator

**Reports to:** Employment & Business Director

**Job Duration:** Full-time

**Summary:** The Tahltan Central Government (TCG) Employment Coordinator is responsible for gathering information, building reports, and assisting the Employment & Business Director with all areas of Employment as directed. This position will develop and maintain professional relationships with businesses in Tahltan Territory to gather information regarding job postings and their employment requirements. The Employment Coordinator will further assist Tahltan members in finding job opportunities and moving up into supervisory positions and will support members through their application process.

### Responsibilities:

- Provide assistance in all areas of employment, focusing primarily on the Red Chris Mine site.
- Work collaboratively to create reports based on statistics provided by the OnTrack Specialist and industry partners.
- Partner with the OnTrack Specialist to ensure members receive the support they need and meet their employment goals.
- Attend and participate in TCG events related to the Employment & Business Department as necessary.
- Help with the evaluation and scoring of bursary applications as needed.
- Submit reports on the employment aspect of the Employment & Business Department as required.
- Assist in financial planning for the employment division of the Employment and Business Department.
- Maintain accurate and up-to-date records of all employment activities, including job postings, applicant information, and hiring decisions.

- Develop and maintain relationships with members to foster employment opportunities for Tahltan members.
- Assist and participate in relevant industry conferences and events to stay current on employment trends and best practices.
- Assist with onsite training and support for industry staff and Tahltan members on industry sites in relation to employment-related issues as needed.
- Such other and further duties and responsibilities as the TCG may communicate from time to time.

### **Qualifications and Requirements:**

- Secondary (high) school diploma or equivalent.
- Valid Class 5 driver's license.
- Experience in coordination considered an asset.
- Knowledge of and experience with Tahltan culture or a willingness to learn.
- Moderate to advanced computer skills, adept in Microsoft Office, and familiarity with MS Teams, Zoom, with the ability to learn new applications as required.

### **Personal Skills & Attributes:**

- Self-motivated, dependable, and able to work independently with minimal supervision.
- Detail-oriented and able to prioritize information and action items.
- Strong communication skills, both oral and written.
- Ability to maintain positive, professional working relationship with TCG staff, Tahltan members, and stakeholders.
- Personable, approachable, diplomatic, and objective.
- Flexible and coachable with an eagerness to learn.
- Respectful and aware of Tahltan culture.

### **Remuneration and Work Hours:**

- 35 hours per week. Some travel required.
- Wage to be negotiated based on skills and experience.

**Work location:** It is preferred that the position be based in Tahltan Territory; however,

applicants in British Columbia are encouraged to apply.

**How to apply:** Please email your resume and cover letter stating, 'why you're the perfect candidate,' in PDF file format to [hr@tahtlan.org](mailto:hr@tahtlan.org) with the subject as **“Employment Coordinator” Application, Attention Employment & Business Director.**”

*Tahtlans are encouraged to apply via OnTrack*

Any Questions?

Contact Ann Ball, Employment & Business Director, at [employmentdirector@tahtlan.org](mailto:employmentdirector@tahtlan.org)

**Deadline for Application: May 5, 2023**

(Note: We reserve the right to hire sooner than the deadline if we secure a qualified candidate).