

**Job Title:** **Coordinator, Indigenous Communities & Respectful Onsite Initiative (18 months term)**

**Department:** Outreach & Indigenous Relations

**Reports to:** Manager, Outreach & Indigenous Relations

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**Summary**

BCIB is the provincial Crown Corporation responsible for implementing the Community Benefits Agreement (CBA) on select public infrastructure projects. The CBA prioritizes hiring of local, Indigenous, women, people with disabilities and other underrepresented groups and enables a culturally competent and respectful worksite. BCIB is committed to growing and mobilizing a safe, diverse, and skilled workforce and increase opportunities for apprenticeships.

Reporting to the Manager, Indigenous Relations, the Coordinator, Indigenous Communities & Respectful Onsite Initiative will be expected to participate in the overall recruitment and outreach planning to ensure an integrated and consistent recruitment approach, while applying Indigenous perspectives and considerations. The Coordinator, Indigenous Communities & Respectful Onsite Initiative will support the recruitment process by providing a particular focus on coordinating key activities and approaches to optimize the attraction and retainment of Indigenous skilled workers.

BCIB's Coordinator, Indigenous Communities & Respectful Onsite Initiative, is an essential ambassador for the work that BCIB does to build a diverse, skilled workforce for BC. This role will be the first point of contact with priority hiring targeted recruitment for Indigenous peoples and will ensure active engagement with multiple departments across the organization to coordinate and align activities.

This is an 18-month term role for leave coverage.

**Essential Duties & Responsibilities**

- Coordinate the relationships and delivery of recruitment and outreach efforts for Indigenous skilled workers on CBA projects Priority Hire and Equity stakeholder relations with partnership agreement oversight.
- Support the development and distribution of trade profiles which describe the type of skilled labour required for CBA projects and ensure delivery to appropriate Indigenous partners and organizations.
- Identify key Indigenous training organizations and liaise with Workforce Development to identify partnerships for training opportunities for Indigenous workers on CBA projects.
- Support the delivery of BCIB 101 presentations (in personal and virtually).

- Work closely with the organization's leaders to implement and coordinate the ROI initiative including working with project site operations to schedule and coordinate ROI training, engage and schedule knowledge keepers and community-based Indigenous trainers for sessions, coordinate internal ROI training and staff engagement as well as ROI implementation monitoring, tracking and (actions and deliverables).
- Document, track, and communicate action items from the advisory meetings and collaboration sessions.
- Coordinate reporting requirements as it pertains to ROI and the Indigenous Relations team.

**Desired Skills & Qualifications**

- Demonstrated ability to engage and communicate with Indigenous groups and communities.
- Ability to track consultation and engagement activities.
- Strong administrative, coordination, and interpersonal skills.
- Well-versed in Indigenous cultural, traditions, values, and practices.
- Existing relationships with Indigenous communities in the project area would be an asset.
- Experience in training and employment development with Indigenous communities and/or other represented groups, and in the public service sector would be an asset.
- Professional and proactive work ethics.
- Computer proficiency with Microsoft Suite (Excel, PowerPoint, Word, and Outlook) and experience developing corporate and public communication materials.
- Ability to travel to different areas of the province as required.

**Education & Experience**

- Post-secondary education would be an asset however a combination of experience and education would be considered.

BCIB is an equal opportunity employer and welcomes all those interested in the role to apply. BCIB staff will review all applications received, but only those shortlisted will be contacted for a follow-up interview.

Please send your resume and cover letter to [jobs@bcib.ca](mailto:jobs@bcib.ca)