

**Job Title:** **Coordinator, Indigenous Communities  
(12 months term)**

**Department:** Indigenous Relations

**Reports to:** Manager, 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 will support recruitment and outreach activities within Indigenous communities across the province. This role will focus on supporting Indigenous candidates through the application and recruitment process and will work with relevant organizations to support awareness of BCIB's mandate and engagement in Indigenous communities. The Coordinator, Indigenous Communities will be a primary point of contact for targeted recruitment of Indigenous skilled trades workers and will support engagement with multiple departments across the organization to coordinate and align activities.

This is currently a 12-month term maternity leave role.

**Essential Duties & Responsibilities**

- Coordinate the delivery of recruitment and outreach efforts for Indigenous skilled trades workers on CBA projects.
- Collaborate with the WFPP (Workforce Planning and Placement team) to facilitate recruitment session.
- Deliver BCIB 101 presentations (virtually and in person) to First Nation employment & training personnel, Indigenous employment organizations and trades training programs.
- Support the distribution of BCIB trade profiles which describe skilled trades positions required for CBA projects and ensure delivery to appropriate Indigenous partners and organizations.
- Maintain relationships with BCIB Indigenous community partners, and employment & trades training organizations.
- Provide technology support to Indigenous applicants to BCIB as necessary.
- Document, track, and communicate action items from meetings, including regional advisory committee meetings.
- Coordinate reporting requirements for the Indigenous Relations team.



**Desired Skills & Qualifications**

- Demonstrated ability to proactively engage and maintain consistent communication with Indigenous communities.
- Ability to track and report on engagement activities.
- Strong administrative, coordination, and interpersonal skills.
- Knowledgeable in Indigenous culture, and values.
- Professional and proactive work ethics, including ability to follow a workplan.
- Depth of experience coordinating and hosting virtual meetings and presentations (Teams, Zoom, etc.).
- Computer proficiency with Microsoft Suite (Excel, PowerPoint, Word, and Outlook) and experience delivering corporate and public communication materials.
- Experience with Salesforce and Power BI is an asset.
- Ability to travel to project areas from time to time as required.

**Education & Experience**

- Post-secondary education would be an asset however a combination of experience and education would be considered.
- Experience in employment and training development and implementation with Indigenous communities and/or underrepresented groups, and in the public service sector would be an asset.

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)