



2. Fostering a strong partnership with relevant: partners (educational institutions, grant funding agencies, independent instructors, business mentors); Project Team members including a range of outside consultants; Kanaka Bar Engagement Coordinator; funding partners including but not limited to Kanaka Bar Trust administrators and banks.
3. Preparing reports for internal use and external funder and partner reporting requirements, including budgets and performance outcomes.
4. Preparing funding applications in consultation with Project Team for future initiatives and projects relating to Entrepreneurship for Kanaka Bar
5. Providing support services and administrative duties as required.

**Requirements:**

- Minimum 2 years of experience in coordination and administration.
- Current knowledge of business-related software and technology.
- Customer service, communication or administrative experience
- Proficiency interacting with and using digital technologies. Internet, technology and social media savvy.
- Evidence of strong organization, interpersonal and communications skills, and working relationships with others, both internal and external; demonstrated responsive and professional attitude.
- Able to take a project-based approach; independently plan, organize and prioritize and coordinate tasks to achieve goals in a timely and efficient manner.
- Relationship building and networking skills.
- Excellent English verbal and writing skills.
- Self-motivated. Able to work independently with minimal supervision and as a team player.
- Proven ability to multitask and exhibit excellent attention to detail while consistently following established procedures and processing transactions
- Able to demonstrate effective problem solving.
- Proficient in general Office software: MS Office (Word, Excel, PowerPoint, etc.)
- Post-secondary education.

**Preferred Skills:**

- a passion for helping others.
- Your background has been embedded in an entrepreneurial environment.
- An understanding of business plans, financials, documenting, reporting and analysis.
- Personal knowledge and understanding of the region, the community, and community partners.
- Experience in project coordination with proven organizational and analytical skills and the ability to deliver programs on time and within budget.

**Working Conditions**

- Physical presence at the Band office from Monday to Friday during regular office hours
- Interaction with employees, residents, membership, leadership and the public.
- Travel as and when required.
- Manual dexterity required to use desktop computer and peripherals.
- Sitting for extended periods of time.

This will be a full-time employment position based out of the Kanaka Bar's Band Office. Compensation will consider both the qualification and experience of the applicant. Canada Labor Code provisions will govern where applicable.

All qualified and interested applicants should submit a cover letter and resume to [ceoblue@kanakabarband.ca](mailto:ceoblue@kanakabarband.ca).

**Please submit your cover letter and resume no later than 4pm (PST) on Friday, October 22, 2021.**

We appreciate all applications; however, only short-listed applicants will be contacted to participate in the interview process. Starting date could be as early as possible.