

Job Description

Project Officer

First Nations Public Service Secretariat (FNPSS)

DIRECTLY REPORTS TO: FNPSS Manager, Engagement & Capacity

General Description:

As a member of the FNPSS team, the FNPSS Project Officer will implement projects and programs, and will plan, coordinate, and implement activities, products, and events in support of the FNPSS work plan. Work undertaken will include outreach with BC First Nations, government employees, and partner organizations.

Key Duties and Responsibilities:

Implement FNPSS programming and projects through:

- **Coordinating events and activities:** Coordination includes all aspects of implementation from project planning to reporting on outcomes, and may include promotion, logistics, cultural aspects, and partner and/or client engagement. Activities may include, but are not limited to, webinars, workshops, regional engagement sessions, focus groups, knowledge sharing activities, committee meetings, and other activities of similar scope based on the needs of BC First Nations and the FNPSS workplan for various program areas such as: mentorship, leadership, the Indigenous Intern Leadership Program (IILP), MTAs, coaching circles, FNPSS virtual hosting, and others as required.
- **Liaison and relationship building:** Through written and verbal communication, liaise with First Nations (Band Administrators and/or Chief and Council), partner and Indigenous organizations, contractors and consultants, government employees, and the public.
- **Research and analysis:** This may include creating survey questionnaires, researching Indigenous organizations, conducting phone interviews, reaching out to partners or contacts to gather information, and data analysis, for various projects, programs, and activities.
- **Written communications:** This may include writing reports, publications, newsletters, correspondence, and other written products of similar nature and scope.
- **Back-up function, as required:** Provide back-up to other members of the FNPSS team, including the Senior Project Officer, Program Assistant, and Advisor – Intergovernmental Affairs.
- **Travel:** Some travel may be required to attend in-person meetings and learning events. This may include travel locally and throughout BC. All travel is dependent on COVID-19 public health guidelines and is subject to change with short notice.
- **Other duties:** Other duties as required within similar scope and level.

Skills and Abilities:

The individual will need to be able to demonstrate the following skills and abilities on an ongoing basis:

- Excellent interpersonal skills and exemplary level of professionalism;

- Excellent written and verbal communication skills;
- Ability to coordinate several different activities and files at once and to balance multiple competing priorities;
- Ability to establish and maintain external relationships;
- As part of a team: ability to provide advice and make recommendations;
- Excellent organizational skills and attention to detail;
- Analytical skills, judgement, discretion, integrity, dependability, flexibility, and reliability.

Qualification Requirements:

The position will require an individual who has:

1. A University Degree and/or the equivalent experience;
2. A minimum of 1-year coordinating activities, projects, or events;
3. An understanding of First Nations history and culture and a familiarity with First Nations communities;
4. A valid Driver's License.
5. The ability to travel by air *This is subject to change as Provincial and Federal Public Health guidelines shift due to the COVID-19 pandemic.

Hours and Location of Work:

Full time hours (35 hours weekly). Remote work is an option for the successful individual. Due to COVID-19, the individual will be working from their own home for the foreseeable future. While basic office equipment will be supplied (e.g. laptop, monitor, keyboard, mouse, webcam, notebooks, pens, etc.), the individual will be expected to have adequate Internet capabilities to conduct work over platforms such as Zoom, MS Teams, and be responsible for maintaining this, as well as providing their own basic work space set-up (e.g. desk, chair, quiet/heated space, etc.). Depending on the specific needs and circumstances, the employer may be able to support some of the items listed above, but this is not guaranteed.

Policies and Procedures:

All FNPSS employees will comply with FNPSS policies and procedures, which unless otherwise established with approval from the FNS Executive Director, are the same as those of the FNS.

Salary: This position is in the range of 60-65k per year, final salary to be discussed with the successful candidate.