



# McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0

Main Office (250) 750-4415 Fax: (250) 750-4420

## **Job Posting Temporary Project Coordinator (6-months)**

Under the direction of the Council and the supervision of the Director of Health and Social Services, the Project Coordinator will be responsible for completing a two-year project focused on Mental Health and Wellness for the MLIB Health Department. The Project Coordinator will be responsible for ensuring all activities and tasks, milestones and deliverables required for the project are completed with special attention paid to the well-being of Community Members and outcomes for the Band. The project coordinator position is a contract position for the duration of the project, ending in approximately six months from hire.

### **Key Responsibilities:**

- Organize and lead aspects of the project with direct input from the Health Team.
- Responsible for gathering, inputting, and analyzing information and data.
- Provide all administration functions as required.
- Provide presentations to various audiences.
- Develop planning documents and work plans.
- Promote mental health and wellness.
- Seek to utilize and integrate traditional Tse'Khene ways to approach mental health and wellness.
- Develop creative ways to approach mental health and wellness for the community.
- Compile research, data analysis, assessments, and frameworks for the project.
- Plan and execute community engagement events. and liaison with Elders and other MLIB staff
- Submit a six-month (final) report for the project.

### **Education and Experience**

- Diploma or Bachelor's Degree.
- At least three (3) years' work experience in the field and experience in building business plans.
- Demonstrated experience in project coordination and completing projects.
- Experience or desire to work with Indigenous health, mental health, and wellness initiatives.
- Ability to bring together community members for consultation and capture the outcomes of the consultation in written format and/or reports.
- Ability to listen to sensitive or personal information in a confidential and caring manner.
- Ability to organize and prioritize workload.
- Desire to understand traditional Indigenous/Tse'khene ways of healing.
- Ability to work independently with strong time management skills.
- Hold a valid driver's license.

*The position will be located at the Health Department of McLeod Lake with some remote work available. Transportation will be provided from Prince George or Mackenzie.*

*We thank all applicants for their interest in MLIB however, only those applicants selected for further consideration will be contacted.*

Please submit resumes and cover letters to:

**Attention: HR Advisor**

Email: [hrdept@mllib.ca](mailto:hrdept@mllib.ca)

Posted: November 20, 2023