



PROJECT COORDINATOR-HOUSING DEVELOPMENT

POSITION: PERM FULL-TIME (37.5 hours per week)- 2 Positions

LOCATION: Provincial Office – Station Tower (13401 – 108th Avenue, Surrey)

CLOSES: Posting will remain open until filled and will close without notice

ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.



MNBC's ***Employer of Choice Initiatives*** offers employees a competitive total compensation package including:

- ✓ comprehensive group benefit package or health-care spending account and enrollment in the Municipal Pension Plan
- ✓ 15 paid days per year for statutory and cultural days (Indigenous Peoples Day, Truth and Reconciliation Day, & Louis Riel Day)
- ✓ carpool, parking & public transit subsidies (Provincial Office only)
- ✓ educational spending account and professional development allowances to provide annual funding to continue lifelong learning and skills upgrade.
- ✓ remote workplace supports.
- ✓ internal advancement & redeployment opportunities

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Housing, Homelessness and Sports team as a Project Coordinator- Housing Development.

Reporting to the Manager of Social Infrastructure Development, the primary objective of the Project Coordinator-Housing Development is to manage Métis housing development projects from conception through to completion. This role will also provide support to other MNBC housing programs and works under the Made for Métis Housing Strategy.

KEY DUTIES AND RESPONSIBILITIES

General:

- Under the guidance of the Manager of Social Infrastructure Development, the Project Coordinator – Housing Development will lead individual housing development projects from conception through to completion, including:
 - Preparing and maintaining project proformas regularly to ensure budgets and reports are accurate
 - Preparing project due diligence and feasibility studies
 - Preparing and leading the funding applications process
 - Coordinating and supervising the work of consultants, contractors and others who may be involved in housing development.
- Develop project goals in consultation with senior staff and set and maintain quality levels through audits and evaluations, ensuring all goals and objectives are met and reported effectively and in a timely manner.
- Lead or participate in project planning sessions and meetings.
- Coordinate and collaborate with other MNBC staff, department or ministries as required.
- Managing the financial integrity and accountability of MNBC housing development projects, including monitors expenditures within existing budgets and guidelines, report out as required, and make budget recommendations.
- High-level of proficiency in project area (housing and infrastructure development) and ability to achieve project goals.
- Prepare project work plans including procedures, proposals, briefing notes, progress reports and presentations.
- Monitor progress towards achievements and adjusting or adapting plans to ensuring project deadlines are met.
- Represent MNBC at housing advocacy and consultation groups as required.
- Regularly keep the Manager, or other project supervisors, apprised of all pertinent issues and information for effective decision-making regarding projects; and
- Identify opportunities for innovation or cost reduction strategies in project.

Supervision:

- Supervises program staff, consultants, and contractors, by performing duties such as assigning work, providing feedback on performance, and conducting performance evaluations.

THE IDEAL CANDIDATE

- Minimum of Diploma or professional credential in a related field.
- Minimum of 3 years of recent related experience in the housing development industry with a preference for those who have one of the following designations: Registered Professional Planner (RPP), Professional Engineer (P.Eng) or Project Management Professional (PMP); including a minimum of one (1) year in a supervisory role.
- Combination of relevant experience, education, and training will be considered.
- Experience in overseeing multifaceted projects is an asset.
- High level of proficiency in project area (housing and infrastructure development) and ability to achieve project goals.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Experience operating a housing development program within a government or non-profit setting, an asset.
- Knowledge or experience with the principles of housing needs assessments, the housing continuum, and homelessness.
- Knowledge and experience in housing development, affordable housing, and the municipal land development process;
- Demonstrated leadership skills and experience in leading work groups.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Proven planning and organizational skills.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision; and
- Proven ability to utilize, adapt and embrace new technologies, including in-depth experience with Microsoft 365

OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC.
- There will be a need to attend meetings and events which may require work and travel outside of the normal business hours.
- Ability to provide a satisfactory Criminal Record Check.
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes.

The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.

Using: “Project Coordinator-Housing Development” in the subject line of your email, please send your resume and cover letter to:

Ken Bourdeau - Director of Housing, Homelessness & Sports
Métis Nation British Columbia
Email: kbourdeau@mnbc.ca

MNBC is committed to promoting the health, safety, and well-being of all staff during the COVID-19 pandemic. The safety of our employees and Chartered Communities is paramount, and vaccination against COVID-19 is a key public measure to reduce the spread and severity of the virus and its variants. As such, all employees, vendors, and visitors are required to be vaccinated against COVID-19. **Candidates for employment must provide Proof of Vaccination, to be verified by Human Resources, as a mandatory condition of their employment.**