



**Please Post
August 15, 2019**

JOB POSTING

Position Title

Executive Coordinator

Name & Title of Supervisor

CEO and General Manager

Position Overview

The Executive Coordinator will be responsible for coordinating Board meetings, managing NRT initiatives and providing fundraising and clerical support to ensure New Relationship Trust (NRT) operations are maintained in an effective and efficient manner. The Executive Coordinator is an integral member of the NRT team and will help coordinate the NRT Board and engage with First Nations and third-party contractors on behalf of NRT.

Specific Accountabilities

Support to CEO

- Collect and tabulate data, prepare reports and maintain files.
- Maintain appointments and meeting calendars, arrange meetings, secure and prepare facilities for meetings.

Support to CFO

- Provide support for expense report tracking including:
 - Review submitted Board expense reports for accuracy and verify claim with supporting receipts/backup, revising if necessary
 - BMO Mastercard for NRT management
 - Collect receipts and complete draft spreadsheet of monthly statement activity
- Coordinate with authorized signing officers for signing of various documents (cheques, expense reports, forms, etc.)

Support to NRT Office

- Arrange meetings, secure and prepare facilities, make related travel arrangements for events such as the Young Entrepreneur Symposium.
- Contact outside agencies and groups for meetings, gather information and other operational responsibilities.
- Prepare handouts and materials for meetings and workshops.
- Maintain inventory of supplies and makes necessary orders.

Support to the Board

- Maintaining on-going communications.
- Prepare and distribute Board meeting materials. Maintains Board files and records.
- Take and transcribe minutes of meetings and prepared follow-up materials for the Board and Board committees as needed.



Marketing and Communications Coordination

- Support the implementation of NRT Communications Plan by writing and publishing the quarterly newsletter and social media updates. This includes interviewing NRT staff, partners and other stakeholders to collect information to write impactful stories to recognize NRT milestones and success, with the use photography and other media.
- Support NRT team to coordinate marketing and logistical aspects of annual NRT events, including sponsorship and fundraising strategies, facility and accommodation bookings, booking speakers, invitations, tracking registrations, organizing décor, refreshments, speaking notes, etc.
- Editing marketing and communication documents, including reports, publications, media releases, NRT website, and social media.
- Coordinating contractors to create and design marketing material (website developers, graphic designers, photographers) to support NRT's marketing and communications as needed.
- Updating contact information for media contacts and partners in the NRT database.
- Communicate information about NRT initiatives to stakeholders that include First Nation communities, government, industry and the general public.
- Respond to requests for information or services and direct to the appropriate staff.

Project Management

- Manage NRT projects and programs in a professional manner.
- Seeks to improve project outcomes by implementing best practices, proposing new or revised policy, identifying leveraging opportunities, etc.
- Review submitted proposals, evaluating them for eligibility and soundness of project design.
- Prepare and present project funding recommendations to senior management.
- Monitor effectiveness of programs and demonstrate accountability on behalf of NRT and the stakeholders utilizing the funding.
- Undertake special projects as needed.

Fundraising Support

- Compile and maintain a database of potential donor organizations (foundations, agencies, corporations).
- Regularly monitor donor websites and identify opportunities matching NRT's mandate.
- Assist in writing concept notes, project ideas and project proposals and ensure their timely submission.
- Undertake online research and build contacts with potential individual investors/donors.
- Maintain relationships with existing investors/donors, respond to their requests and keep updating them about the work of NRT.
- Assist in developing business plans to generate income from various sources.
- Develop communications material such as brochure, website, annual report, posters, etc.
- Assist in organizing NRT fundraising events.

Knowledge, Experience, Skills & Abilities

- Knowledge and experience working with First Nations governments, organizations and communities
- Organized and strong multi-tasking skills
- Strong research capabilities
- Excellent writing skills
- Strong computer hardware and software skills
- Team player, strong relationship builder and interpersonal communicator
- Willingness to travel when required
- Undergraduate degree is required



Work Experience

Two (2) or more years of experience in a project management, communications or fundraising role, preferably working with BC First Nation governments and organizations.

Conditions of Employment

The position requires the ability to work flexible hours as determined by the NRT management in relation to service requirements from time to time. Regular business hours are 8:30am to 4:30pm, Monday to Friday.

Location of Position: North Vancouver, BC
The NRT Office is located on the Tsleil-Waututh Nation.

Application Deadline: Please forward resume and cover letter by email or fax only to New Relationship Trust by **1:00 pm on Friday, September 6, 2019.**

Contact: Chanze Gamble
Email: cgamble@nrtf.ca
Fax: 604-925-3348

For information about New Relationship Trust, please visit our website at: www.newrelationshiptrust.ca

We thank everyone for their interest, but only those selected for an interview will be contacted.