

## Job Opportunity

### Project Coordinator

Contract: Two-Year, Part Time

Direct Report: Pemberton & District Chamber of Commerce - Executive Director

Reporting to: Pemberton Area Economic Development Collaborative (PAEDC)

The Pemberton & District Chamber of Commerce is seeking a community-minded self-driven Project Coordinator who will oversee the development of an inclusive, regional Economic Development Strategy and Action Plan, while developing and fostering intergovernmental and stakeholder relations within the Lil'wat Nation and N'Quatqua Territories.

Oversight of this project includes providing direction to the consultant responsible for drafting the Strategy, managing budget and expenditures, ensuring deadlines are met, meaningful consultation is being undertaken, and general quality control.

### Key Responsibilities

- Participate in the selection, and liaise with the consultant selected to develop Economic Development Strategy;
- Build and maintain relationships with government and community stakeholders, and external partners related to tourism, business development and economic development
- Develop & manage project timeline schedule, budget and project measures of success; report out to PAEDC monthly or as required
- Attend Pemberton Area Economic Development Collaborative (PAEDC) meetings to provide project updates and seek direction/guidance from PAEDC
- Provide administrative support and coordination to PAEDC, including preparation of meeting agendas and minutes
- Draft and prepare project reporting to funder
- Seek and secure funding opportunities related to regional economic development initiatives
- Collate project data and update Pemberton & District Chamber website Data Portal.

### Required Skills and Experience

- A champion at relationship building, developing, maintaining and enhancing partnerships and strategic alliances, and obtaining stakeholder agreement.
- Commitment to reconciliation and the values that inform Nukw7ántwał: "to help each other find the way".
- Experience working with local government, First Nations, and Pemberton area stakeholders strongly preferred.
- Strong communication, interpersonal and organizational skills
- Demonstrated experience in developing and introducing new services
- Ability to work both independently and as part of a team
- Experience in community engagement and/or economic development preferred
- Project management experience preferred
- Demonstrated ability with Microsoft Outlook, Word, Excel, and PowerPoint
- Valid BC Driver's License and use of a vehicle.

\*Submit a Cover Letter and Resume no later than **5pm on Wednesday, May 8, 2019** to:  
PAEDC Hiring Committee c/o Graham Turner at [gturner@pembertonchamber.com](mailto:gturner@pembertonchamber.com)

To request further information, please contact Graham Turner at the email above.

*The Pemberton and District Chamber of Commerce is committed to enhancing the quality of life in our community by actively supporting business, economic growth, and diversification.*