



INDIGENOUS PARTICIPATION COORDINATOR JOB OPPORTUNITY

Geoterra Integrated Resource Systems Ltd. is a British Columbia based company that provides consulting services to the natural resource sector and related industries. We are a leader in the provision of technical expertise and advice within the industry, and we pride ourselves on the provision of safe, efficient, and effective services.

ROLES & RESPONSIBILITIES:

- Reporting to the company Indigenous Relations Manager, the Indigenous, Diverse and Local Relations Liaison supports implementation of the Indigenous, Diverse and Local Participation Plan as it relates to the successful execution of reclamation contracts on Coastal GasLink's Pipeline Project.
- Identify, build, and maintain trusted relationships with Indigenous, Diverse and Local Economic communities and businesses.
- Coordinate the communication of employment and contract opportunities, and support Indigenous, Diverse and Local contract and employment management activities
- Prepare and present information sessions and/or presentations to targeted audiences.
- Participate in the development of project communication materials, and deliver presentations, updates, and reports to internal and external audiences
- Develop and implement Indigenous, Diverse and Local outreach plans regarding sub-contracting and employment opportunities
- Develop, maintain, and manage all required reporting requirements such as engagement logs, contract and employment tracking and reporting systems.

QUALIFICATIONS:

- Minimum 3 years demonstrated experience developing and maintaining effective relationships with Indigenous community leadership, members, and businesses
- Excellent verbal and written communication skills and the ability to manage information data, develop verbal and written reports and presentations
- Excellent professional and interpersonal skills and demonstrated ability to work collaboratively, resolve conflict, think strategically, analyze issues, and recommend effective solutions
- Ability to effectively manage time and prioritize activities in a performance-oriented work environment



- Proficient in the use of computer, web and email applications, and Microsoft Office applications including Word, Excel, and PowerPoint.
- A valid Class 5 Driver's License and satisfactory driving record are mandatory
- The ability and flexibility to work flexible hours and travel as required for work

APPLICATION PROCESS:

Application Deadline April 7th 2022

Lesser qualified applicants are encouraged to apply.

Interested applicants, please send cover letter and resume by email to:

hire@geoterra.net