



Program Coordinator

Job Type: Full Time	Start Date: February 18, 2013
Location: Terrace, BC	Closing Date: January 18, 2013

The BC Aboriginal Mine Training Association (BC AMTA) takes a leading role in a collaborative group of industry, Aboriginal, educational and government partners working together to reduce barriers to employment and advancement for Aboriginal participants in the exploration, mine development and mining sectors. BC AMTA has already made a significant impact since its inception with over 365 candidates already trained and placed in full-time employment.

BC AMTA is now on a growth plan that will focus on increasing Aboriginal participation and representation rates by providing qualified workers for their corporate partners; supporting candidates to expand their potential for successful careers; and working with First Nation communities to create economic health within their traditional territories.

As BC AMTA grows, the leadership team is looking for a seasoned and passionate Program Coordinator to join their team in Terrace. Working with the Program Coach out of Terrace as well as the rest of the team around the Province, you will report to the Regional Manager in your office. Preference will be given to Aboriginal candidates but others are strongly encouraged to apply. This is a one-year contract with the possibility of extension.

Role Overview

Reporting to the Regional Manager and working closely with other Program staff, the Program Coordinator is the first point of contact for BC AMTA candidates. The Program Coordinator will provide day-to-day and on-going support to the Program Coach with a focus on candidate registration, support and tracking. He/She will take the lead on setting up appointments and managing office calendars; managing the collection and storage of candidate information; and, maintaining positive relationships with candidates, service providers and BC AMTA partners and other stakeholders.

The Program Coordinator will also provide general planning and administrative support for the BC AMTA team; he/she will also coordinate candidate events and organization-wide activities, as required.

List of Duties/Responsibilities:

Lead and manage the candidate "Intake Process" including the following:

- Schedule and conduct intake appointments with new candidates
- Create candidate files including general application, resume, cover letters, identification and proof of Aboriginal heritage, special tickets and licenses related to employment and educational records/transcripts



BCAMTA

British Columbia Aboriginal
Mine Training Association

- Book Test of Workplace Essential Skills (TOWES) and lead candidates through a review of the TOWES prep guide
- Add new candidates to both data bases; ARMS and BCAMTA DATA BASE
- Add candidate updates and tracking information into both data bases on a regular bases

Other Administrative Duties/Responsibilities

- Greet and direct all walk in traffic
- Manage phone calls for all general inquires
- Manage email inquiries from online/website
- Process funding applications for Job Coaches
- Fax/photocopy/file/courier/mail
- Keep track of and place regular orders for office supplies
- Make travel and meeting room arrangements, coordination of events and schedules
- Manage local petty cash
- Track and record Regional Manager and Program Coach Visa receipts
- Distribute candidate training allowance cheques
- Keep track of invoices
- Coordinate service providers and technicians
- Create/edit documents and templates and revise forms

Potential candidates should send their resume and a cover letter, indicating what job they are applying for and in what Region, to:

ljackson@bcamta.ca

We look forward to hearing from you,

BC AMTA Team