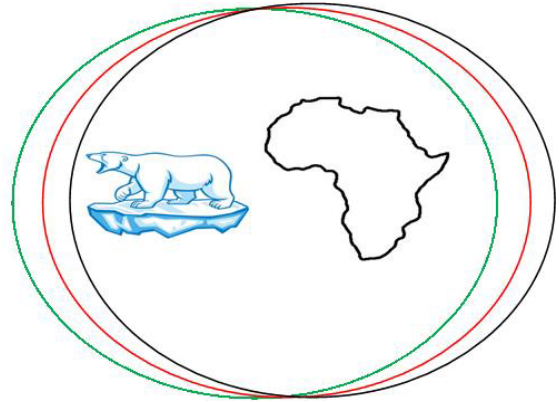


AACA



ARTIC AFRO CULTURAL ASSOCIATION



Project Coordinator

About Arctic Afro Cultural Association (AACA)

AACA is an organization committed to the success of our employees and clients. Our client base is built on strong, long-term relationships and this same mentality is reflected between AACA and our employees. We believe that great employees build a great organization, and value.

GENERAL INFORMATION:

Department: Administration

Supervisor: Project Manager & Director

GENERAL RESPONSIBILITIES:

The Arctic Afro Cultural Association in Northwest Territories is seeking a highly motivated and qualified individual to fill the role of Project Coordinator. The successful applicant will be responsible for completing program payments, contract administration and reporting. Participate in the development and/or revision of program policies, collect and collate related data. Track and manage service provider files. Review & reconcile monthly funding payments and payment requests.

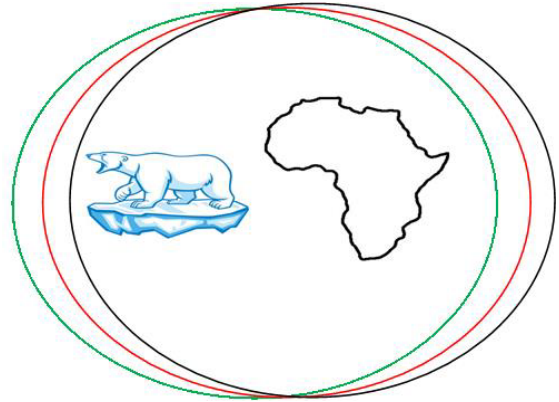
SPECIFIC RESPONSIBILITIES:

- Assist the Project Manager to prepare estimates and budgets.
- Assist in the tender submission process, including collecting sub-trade and supplier bids and ensuring the plan-room has the proper tender documents available.
- Liaise and collaborate with various partners to ensure effective program delivery and community engagement.
- Prepare and distribute contract documents, award letters, meeting minutes, change notices, site instructions, shop drawings, and other documents, as needed.
- Assist in the filing of project information, as designated.
- Prepare and maintain project execution schedules.
- Coordinate and assist with basic coaching and organize youth activities
- Prepare and collect information for Operation and Maintenance Manuals and organize seminars as required by the project.
- Participate in Health and Safety training and meetings.
- Travel throughout the territories to facilitate program implementation and establish strong working relationships with First Nations communities.

AACA



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JOB SPECIFICATIONS/REQUIREMENTS:

- A clean driver's abstract and a valid driver's license
- Strong organizational and communication skills to effectively manage the pilot project and collaborate with diverse partners
- Demonstrated ability to work independently and efficiently in unsupervised settings
- Extensive knowledge of First Nations culture, and a commitment to promoting cultural sensitivity

Education: Degree or Diploma in Administration.

Experience: 2+ years' experience in a project coordinator or related role strongly preferred.

Job Types: Full-time, Term

Salary: \$38/H

Schedule:

- 8-hour shift

Interested? Please email artic.afrocul@gmail.com with a resume and covering letter.

Application deadline: 2023-08-31

Expected start date: 2023-09-05