



# **CAREER OPPORTUNITY**

## **Skills Development Coordinator**

**Are you looking for a rewarding career that makes a difference?**

HaiCo's Mission is to generate a diverse, functioning and sustainable economy on Haida Gwaii, for the long term well-being of the Haida People and culture. As employees of the HaiCo organization, we are constantly challenging ourselves to find innovative ways to build an enterprise that creates and develops new opportunities for our shareholders, the Haida People and the economy of Haida Gwaii.

### **THE POSITION**

The Skills Development Coordinator (SDC) conducts needs assessments and coordinates the delivery of skill building training initiatives and programs that help fulfill on-island needs and build capacity to advance the various business interests of HaiCo. The SDC promotes the value of education with key stakeholders including the Council of the Haida Nation (CHN), Band Councils and school district and works and collaborates with stakeholders to develop awareness campaigns directed at island youth, councils, parents and school districts.

The SCD will source funding, write funding proposals and coordinate training dollars.

This position also supports the recruiting process of HaiCo's subsidiaries by creating a database of training needs for each business unit by position as well as building and maintaining a pipeline of potential Haida citizen candidates. **This position is located in Old Massett on Haida Gwaii.** Travel to Skidegate and Vancouver will be required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong interpersonal communication skill and diplomacy, combined with the ability to build strong working relationships and work effectively as a member of the HaiCo team.
- Excellent understanding of the needs of adult learners, specifically Haida Nation citizens
- Strong working knowledge of resource and tourism sector skill requirements
- A motivated self-starter with excellent organizational skills and the ability to prioritize
- Strong administrative and computer skills with intermediate proficiency in MS Word and Excel
- Adaptable, proactive with strong problem solving skills
- Knowledge of the structure and responsibilities of the Council of the Haida Nation, Old Massett Village Council and Skidegate Band Council.

### **TRAINING, EDUCATION AND EXPERIENCE**

- Grade 12 .
- A Career Development Practitioner (CDP) Certificate is an asset.
- Minimum of 2 years' experience planning and coordinating the delivery of skill development programs.
- Proposal and grant writing experience.
- Class 5 Driver's license.

### **HOW TO APPLY**

Please submit your cover letter and resume to [careers@haico.ca](mailto:careers@haico.ca) by **May 17, 2017**