



CAREER OPPORTUNITY

Skills Development Coordinator

Are you looking for a rewarding career with opportunities for advancement that makes a difference?

THE POSITION

The Skills Development Coordinator (SDC) reports to the HR Manager, and will be given the opportunity to learn and develop human resource skills. In addition, the SDC will conduct and coordinate both needs assessment and delivery of skill building training initiatives and programs that help fulfill on-island needs and build capacity for the various business interests of HaiCo. The SDC will assist with on-island recruitment and support for Haida employment within HaiCo. **This position is located in Old Massett on Haida Gwaii.** Travel to Skidegate will be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong interpersonal communication skill and diplomacy, 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
- Proven capacity for empathy and problem solving. An adaptable 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
- 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.
- Experience planning and coordinating the delivery of skill development programs.
- Proposal and grant writing experience.
- Class 5 Driver's license.

Preference in hiring will be given to qualified applicants of Haida ancestry.

HOW TO APPLY

Please submit your cover letter and resume to hr@haico.ca. The position will remain open until filled.