NORTHERN
DEVELOPMENT

Position Description:

Partner Programs Coordinator, Connecting BC
(Term Position – 2 years)

Position Summary

Reporting to the Senior Partner Programs Manager, the Partner Programs Coordinator, Connecting BC is responsible for supporting the Connecting BC program which provides funding for infrastructure required to deliver high-speed internet connectivity to rural and remote areas of the province. This involves coordinating project application intakes, liaising with project proponents, federal partners and the Province of B.C., entering all application data, tracking of project progress and providing updates to internal partners. The position requires strong coordination and the development of a collaborative and service-oriented relationship with provincial and federal partners.

Accountabilities

- Coordinate application intake process, including application review, verifying eligibility, editing, completing due diligence reports, ensuring decision letters are issued and annual reporting forms are completed

- Develop strong, collaborative working relationships with partners at the Ministry of Citizens' Services

- Enter application data into Northern Development's project database and the Province of B.C.'s SharePoint site in a timely and accurate manner

- Maintain physical and electronic application files as required

- Liaise with applicants, the Province of B.C. and/or our federal partners for information

- Schedule meetings

- Work with the Senior Financial Analyst on tracking project progress, completion dates and extensions

- Diarize important dates

- Provide regular project updates to the Senior Partner Programs Manager

- Work in collaboration with the Province of B.C., the Senior Partner Programs Manager and communications team members to identify opportunities to celebrate project milestones

- Assist the finance department as needed with anything required for the processing of project claims and reimbursements

- Represent the Trust as assigned

- Any other duties as required

Job Requirements

- Excellent written and verbal communication skills, ability to build relationships and effectively communicate with a diverse range of stakeholders

- Proven ability to successfully meet deadlines while managing multiple projects, tasks, and priorities

- Strong attention to detail and excellent organizational skills

- Highly motivated and self-sufficient with ability to work successfully under pressure and in a high performing team environment

- Demonstrate financial literacy – the ability to read and understand financial statements, project budgeting and funding models

- High level of proficiency with Microsoft Office suite of programs and experience working in database applications, as well as creating dynamic fillable PDFs using Adobe software

- Previous telecommunications infrastructure and project management experience is preferred

- A demonstrated ability to maintain confidentiality in a public sector environment

Competencies

- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and to deliver the organization's mandate

- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment.It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions etc.

- **Improving Operations** is the ability and motivation to apply one's knowledge and past experience forimproving upon current modes of operation. This behaviour ranges from adapting widely used approaches to developing entirely new value-added solutions

- **Integrity** refers to actions that are consistent with what one says are important. People with integrity "walk the talk" by communications intentions, ideas and feelings openly and directly, and welcoming openness and honesty even in difficult negotiations

- **Organizational Commitment** is the ability and willingness to align one's own behaviour with the needs, priorities and goals of the organization and to promote organizational goals to meet organizational needs. It also includes acting in accordance with organizational decisions and behaving with integrity.

- **Relationship Building** is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc.

- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other agencies and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client