

Career Opportunity:

Partner Programs Coordinator

What we are looking for:

Northern Development Initiative Trust is seeking a collaborative, high-performing professional to support the administration of a range of funding programs. Based in Prince George, the Partner Programs Coordinator reports to the Senior Director, Economic Development and Programming, and is responsible for supporting a range of funding programs made available to municipalities, regional districts, Indigenous organizations, businesses and non-profit organizations, in Northern Development's service area. This involves coordinating project application intakes, liaising with project proponents entering all application data, preparing project contracts, and final reporting preparation.

Our team is looking for a candidate who is passionate about Northern B.C. and the communities we serve, is able to operate with a high degree of professional judgment, business acumen, tact and diplomacy to build relationships with local governments, First Nations, industry leaders, provincial and federal government partners and not-for-profit organizations.

If you are looking for an opportunity to make a difference in the economy in Northern B.C., this position may be for you.

Primary Responsibilities:

Priorities of this role include but are not limited to:

- Coordinating granting programs application intake process, which includes application review, verifying eligibility, editing, liaising with applicants, completing due diligence reports, ensuring decision letters are issued and annual reporting forms are completed.
- Develop strong, collaborative working relationships with funding partners.
- Processing application data into Northern Developments project database in a timely and accurate manner.
- Maintain electronic application files as required.
- Work in collaboration with the Province of B.C., the Partner Programs and Communication team members and others to identify opportunities to celebrate project milestones.
- Draft funding contribution agreements.
- Prepare, coordinate, and collate financial reporting submissions.
- Represent the Trust as assigned.

Education and Experience:

- Excellent written and verbal communication skills, able to build relationships and effectively

communicate with 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.
- Demonstrated 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
- Adept at maintaining confidential information; demonstrates tact, diplomacy and discretion at all times.
- Demonstrated understanding of the economy in central and northern B.C. and the communities within the Trust’s service area.

Additional Requirements:

- Ability to work flexible hours and/or evening work when preparing for board meetings, conferences and special events
- Successful completion of security screening requirements which includes a criminal records check, and/or Criminal Records Review Act (CRRRA) check.
- Driver’s license
- Availability to travel
- Salary band - \$58,000 - \$75,000

Who we are:

Northern Development combines its financial resources with smart thinking to make a difference in the economy in central and northern B.C. Established by the Province of B.C. in 2005 with an initial capital infusion of \$185 million, the Trust is an independent corporation that serves 137 local and First Nation communities throughout central and northern B.C. and has found more than 6,000 ways to get to ‘yes’ on economic development projects in the past 20 years. Today, the Trust is sustainably managed and grants between \$12 and \$14 million of funding to support community economic development priorities throughout the region each year.

How to apply:

If you have a passion for economic development, can demonstrate your mastery of the required skills and wish to join a team that gets things done, please submit a resume and cover letter clearly demonstrating why you’re the best candidate for this position to info@northerndevelopment.bc.ca by **4:30PM Friday, May 15, 2026**.

For more information on the position description, please visit our website at the link below:
www.northerndevelopment.bc.ca/careers/

Only those applicants considered for an interview will be contacted.