

Position Description:

Partner Programs Coordinator

Position Summary

Reporting to the Senior Director, Economic Development and Programming, the Partner Programs Coordinator 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. The position requires strong coordination and the development of a collaborative and service-oriented relationship with provincial and federal program partners and other stakeholders. The position requires strong interpersonal and relationship skills, attention to detail, time management and organizational competencies.

Accountabilities

- 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 Development's 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.

Job Requirements

- 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

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 for improving 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.