



'NAMGIS
FIRST NATION

Job Title: Lands and Infrastructure Coordinator

Location: Alert Bay

Job Type: Full-time / Permanent

Reports To: Director of Lands and Infrastructure

Job Overview:

The Coordinator supports the operational needs of the Lands, Housing, and Public Works departments. This role focuses on administrative processes, coordination of service requests, and facilitation of communication between departments, contractors, and community members. Due to the nature of the role, work may occasionally be required outside of regular office hours.

Key Responsibilities:

- Coordinate scheduling and service requests across the Lands, Housing, and Public Works departments, including follow-up on work orders for plumbing, HVAC, electrical, and general maintenance.
- Support preparation and execution of community engagement sessions and events, including logistics and materials coordination.
- Liaise with contractors and vendors to arrange onsite services and ensure work completion.
- Prepare and manage purchase orders, track invoices, and maintain service documentation.
- Provide administrative support including filing, internal communications, and form creation.
- Schedule and support committee meetings (Housing, Lands Management Advisory Committee), including bookings and catering.
- Maintain organized and accessible filing systems (digital and paper) across all three departments.
- Support project tracking and departmental reporting as directed.
- Assist with other duties as assigned, in line with the coordination of infrastructure and housing services.

Qualifications:

- Post-secondary education in business administration, office management, or a related field preferred, or equivalent combination of education and experience.
- Strong interpersonal and communication skills (written and verbal).
- Demonstrated ability to coordinate multiple tasks and liaise across teams.
- Proficiency in Microsoft Office applications; experience with database software is an asset.
- Valid Class 5 driver's license.
- Satisfactory criminal record check.

Working Conditions:

This role is based on a 35-hour work week, but due to the nature of coordinating across multiple departments and contractors, occasional evening or weekend work may be required.

Salary:

Level 16: \$56,547.00 - \$64,464.00