



## **Call for Applications: Program Administrator and Coordinator**

### **Job Summary**

The Haida Gwaii Institute (HGI) is looking for an adaptable, energetic, and reliable individual to add to our dedicated team. The successful candidate will work with the HGI Management Team to offer courses; support instructors and guest speakers; to supervise/support students and participants; to develop/implement local engagement strategies; to play a key role as part of the HGI communication/marketing team; and provide administrative support. This position is based on Haida Gwaii. This is a term salaried position at 35 hours of work per week.

**Desired Start Date:** June 1st, 2022

**Job End Date:** April 30th, 2023 (with a possibility of extension)

**Review of applications will begin on May 1st, 2022**, and continue until the position is filled. To apply for this position, please submit a cover letter, resume and three references to: [hg.institute@ubc.ca](mailto:hg.institute@ubc.ca)

### **Work Performed**

While this list is not extensive, the successful candidate will assist with online and in person course offerings, including filming (including outdoor locations); reviewing and writing video and audio content for HGI courses, website and promotional material; work with instructors in planning and facilitating course activities and discussions -; develop and deliver orientation and non-academic workshops in courses; act as the liaison between students/participants and the community partner/Haida Gwaii initiatives; assist in the evaluation of offered courses/programs; work collaboratively with Management Team in the design, development and dissemination of a wide range of communication and marketing materials, including writing promotional materials for newsletters, brochures, webpages, and social media; assist with HGI projects including research, develop and implement strategies to increase local participant interest and build community relationships; may process student registrations; coordinate complex processes of program activities, such as planning procedures and coordinating with instructors, community organizations and individuals (guest speakers) for tours, interviews, and pre-recorded lectures; drive student transportation (24 seat bus) vehicle; act as Safety Officer on field trips and excursions and, perform various other related duties in keeping with the qualifications and requirements of the positions.

### **Qualifications**

Excellent written, verbal communication, and computer skills. Proven ability to work collaboratively in a team environment as well as prioritize and complete tasks independently. Living on Haida Gwaii and/or familiarity with Haida Gwaii communities and people is an asset. Previous experience in education and/or tourism sector, and communications, is an asset. Valid BC Unrestricted Class 4 License and OFA Level-1, or willingness to obtain.

### **Working Conditions and Salary Range**

This position is based out of the Haida Gwaii Institute Skidegate office at the Haida Heritage Centre; Wage \$4,023 per month (~\$26.50 hr) plus benefits.

If you would like to know more on the position prior to applying, and/or a full copy of the job description, email questions/request to: [hg.institute@ubc.ca](mailto:hg.institute@ubc.ca)