

# Program Coordinator

## Chris Werner Consulting Inc.

Employment Status: Full-Time

**Employment Period:** Permanent

**Start Date:** Immediate

*Chris Werner Consulting Inc. provides advisory and support services to Indigenous groups engaging with industry and government in land-related issues. Recognizing the uniqueness and depth of Indigenous culture in Canada, we are committed to a community-based grassroots approach. Utilizing current technologies like Geographic Information Systems, CWC empowers Indigenous groups to communicate complicated traditional knowledge concepts (where appropriate) across cultural lines. Similarly, we work with Indigenous leaders to communicate complicated legal and technical principles to their communities, empowering them to make informed decisions regarding their future.*

## POSITION SUMMARY:

We are seeking an entry-level position as a full-time Program Coordinator who will support coordination efforts of programs and projects that are focused on land management, environmental monitoring, land negotiations, capacity building, and communication. The Program Coordinator is expected to be task-oriented, maintain a positive attitude, use inclusive language, and be sensitive to the needs and culture of our clients.

Responsibilities include but are not limited to:

- Assist in developing, coordinating, and maintaining proper documentation for programs and projects including reports, scheduling, and budgets.
- Maintain the organization and workflow of projects and programs.
- Coordinate logistics and procurement processes.
- Coordinate and assist with community meetings, events, and workshops.
- Coordinate travel, venue bookings, and catering.
- Collaboratively work with community members and project teams.
- Oversee employment of client employees by communicating effectively and nurturing a strong work ethic.
- Identify and prepare applications for grants and other funding sources.

## Qualifications - Mandatory:

- Education in Administration, Business, Environmental Design, Geography, Natural Resource Management, Indigenous Studies, or related fields.
- Well-established documentation, organizational, and writing skills.
- Proficiency in Microsoft 365 (Word, Excel, Outlook, Teams).

### **Qualifications - Desired:**

- Experience with budgets and reporting.
- Experience working with governments, Indigenous communities, and/or stakeholders.
- Experience in providing administrative support.
- Experience in contract administration.
- High level of initiative with demonstrated ability to be adaptable, resourceful, and efficient.
- Strong accuracy and attention to detail.
- Strong skills in managing multiple tasks in an organized manner.
- Ability to work independently and confidently within a team environment.
- Interest in working in remote wilderness settings.
- Valid Class 5 driver's license.

### **ADDITIONAL INFORMATION:**

#### **Hours/Location of Work:**

We work within regular business hours at our office in Winnipeg, Manitoba. Occasional travel to remote communities may be required.

#### **Salary:**

Salary will be determined according to education and professional experience relevant to the position.

#### **Benefits:**

CWC offers a full benefits package which includes long and short-term disability, health, dental, and vision.

### **TO APPLY:**

Submit a Cover Letter and Resume outlining your interests and qualifications to [info@wernerconsulting.ca](mailto:info@wernerconsulting.ca)

Further information about CWC can be found at [www.wernerconsulting.ca](http://www.wernerconsulting.ca). We thank all applicants who apply, however only those selected for consideration will be contacted.