



Bear Claw Community Development Corporation

P.O. Box 992, Whitewood, Saskatchewan S0G 5C0

bccdc@ochapowace.ca



Contract Employment Opportunity Position: BCCDC Coordinator

Under the direction of the Board of Directors, the Coordinator will be responsible for coordination and management of the internal operations of the Bear Claw Community Development Corporation. As well as effectively communicating and carrying out the mandate of the Board

Duties:

- Oversee the review, tracking, analysis, and disbursement of the grant funding application administration
- Direct, administer and coordinate the activities of the corporation in accordance with policies, goals and objectives established by the Board
- Perform follow-up on all approved projects
- In concert with the Board Chairperson, supports the effective management of the Board's activities including the agenda preparation and reporting to the Board
- Ensures that the decisions of the Board are implemented in a timely fashion
- Propose operating and administrative policies and annually reviews existing policies to ensure effectiveness for Board consideration
- Ensure timely preparation of reviews and all grant application reports on a regular and timely basis to the Board for annual reports and auditing purposes
- Develop sound grant application administration systems, processes and procedures which support the corporations business objectives
- Completes the ongoing development of operational systems, policies, procedures and processes to manage, evaluate and ensure accountability
- Be responsible for the development of the annual budget for the Corporation present to the Board for approval
- Other duties as set forth by the board

Knowledge, Skills and Abilities

- Strong Administrative and computer skills, experience using Microsoft Word, Excel, Email
- Excellent communicator, both written and oral, with experience in developing and delivering presentations
- Experience developing and implementing strategic plans
- Experience developing policy and procedures
- Demonstrated ability to work independently and to manage simultaneous projects
- Effective public relations and partnership building skills with diverse stakeholders
- Able to think incisively, communicate abstract concepts effectively so that they are understood by others
- Can implement a plan of action to achieve strategic outcomes
- Able to assess conflict situations and exercise good judgment in recommending solutions
- Builds positive interactions both internally and externally to achieve work related goals
- The ability to maintain confidentiality
- Knowledge of the communities in the catchment area
- Class 5 driver's license

Please email your application to Bear Claw Community Development Corporation

bccdc@ochapowace.ca

Closing Date: September 30, 2021 at 4:30 PM