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## **BCANDS National Coordinator**

### **Job Description**

**\*A cover letter outlining your interest in this position and how you meet the requirement of the position is required to be submitted with your resume in order to be considered.**

**Position:** National Coordinator

**Organization:** British Columbia Aboriginal Network on Disability Society (BCANDS)

**Location:** Victoria, BC

**Position Type:** Management - Salaried - \$50,000 to \$54,000 (TBD) including benefits as per BCANDS policies

1-year term position (good possibility of extension)

Location: Victoria, British Columbia – Travel May Be Required

Employer: B.C. Aboriginal Network on Disability Society (BCANDS)

Anticipated Start Date: ASAP

### **Job Title: National Coordinator**

The BCANDS National Coordinator is a 1-year term management position with the possibility of extension.

The National Coordinator will provide direct support to the Executive Director regarding the various aspects of the Society and will be responsible to oversee operations in the absence of the Executive Director.

### **DUTIES / RESPONSIBILITIES**

The BCANDS National Coordinator duties will include, but are not limited to:

- Researching and accurately recording of various data sets / systems in relation to Indigenous Peoples, disabilities and social programs across Canada;
- Coordination with various governments (Indigenous, federal, provincial, territorial) across Canada;
- BCANDS program and policy management – administer and supervise ongoing operations and programs in the absence of the Executive Director;
- Strategic planning and research – identify funding, program and service development opportunities and work in conjunction with the Executive Director and relevant team members to implement;
- Assist in the development of program and annual budgets;
- Ensure the high standard of service delivery is maintained by the Society for our communities, clients and stakeholders;
- Foster and maintain effective relationships with key stakeholders, including: persons served, their families, co-workers, funding agencies, government agencies and the communities across British Columbia and Canada;
- Provide timely and accurate information to the Executive Director;

- Human Resources functions including hiring, supervision of staff, terminations and disciplinary actions when necessary, as per the BCGEU collective agreement and BCANDS policies;
- Promote community and stakeholder awareness through networking, relationship building and public speaking as directed;
- Report and document creation;
- Attend external meetings / committees as requested by the Executive Director
- Other

#### **Team Work**

- Attends training, development initiatives and BCANDS team meetings as scheduled.
- Represent BCANDS at meetings with various associated agencies, government, Indigenous organizations, etc., when required.
- Actively supports continuous improvement by identifying problem areas in regard to efficiency and effectiveness of operations.
- Gathers information on the nature and scope of disability issues affecting the Indigenous population of British Columbia and Canada.
- Works with various external specialists, BCANDS employees and other associated stakeholders to develop, improve and achieve new and expanded programs and services, assisting to fulfill the Society's mission.
- Works well with others and demonstrates the highest level of maturity when dealing with interpersonal or organizational issues.

#### **Reporting**

- Compiles required reporting documents as requested by the Society, and funding partners.
- Other duties as assigned.

#### **Position Requirements**

- Bachelor's Degree preferability in Social / Human Services or Finance. An acceptable combination of education and experience may be considered;
- Possess a comprehensive understanding of current and historical events affecting Indigenous Peoples in Canada with the ability to perform duties in a culturally informed and safe manner;
- Working knowledge of Indigenous, government and community-based departments and structures;
- Excellent interpersonal skills;
- Good oral and written abilities;
- Good computer skills (word, excel, email, etc.);
- 1-year experience in a supervisory position;
- 2-Years' experience working within the disability sector;
- 1-year experience working with / in Indigenous communities /organizations;
- Valid BC Class Driver's License and daily access to reliable vehicle

Please send your cover letter outlining how you meet the expectations of this position and resume in confidence by mail:

British Columbia Aboriginal Network on Disability Society

# 6 - 1610 Island Highway

Victoria, British Columbia – V9B 1H8

or by Fax to: (250) 381 7312

\*No phone calls please. Applicants will be contacted by the Society if an interview is requested.

\* As per Section 7 of the Employment Equity Act, BCANDS may give preference in employment to Indigenous persons. (<http://laws-lois.justice.gc.ca/eng/acts/e-5.401/page-3.html#h-6>)

\* Persons with disabilities are encouraged to apply for available BCANDS positions.

About BCANDS

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The British Columbia Aboriginal Network on Disability Society (BCANDS) is an international award winning, provincial, Indigenous, disability and health organization operating within British Columbia since 1991. BCANDS is a non-political, non-lobbying organization and the only stand-alone Indigenous organization of its type in Canada.

**[www.bcands.bc.ca](http://www.bcands.bc.ca)**

Job Type: Full-time

Salary: \$50,000.00-\$54,000.00 per year

Job Types: Full-time, Permanent

Salary: From \$50.00 per year