

JOB DESCRIPTION

JOB TITLE	Project Coordinator
MINISTRY/DEPARTMENT	Ministry of Housing and Homelessness
REPORTS TO	Director, Development Strategy
JOB FAMILY	Nation Support
CLASSIFICATION LEVEL	Level 3
DATE CLASSIFIED	March 2025 (revised May 2025)

POSITION SUMMARY

The Project Coordinator independently administers and coordinates complex housing and infrastructure projects under the direction of the Director. This role manages project planning, coordinates consultant activities, oversees budgets, and leads stakeholder engagement throughout all phases of development. The Project Coordinator applies advanced administrative, financial, and research skills to support effective project execution, playing a critical liaison role between ministries, vendors, and Métis communities. The position assists with tracking risks, analyzing data, and advising leadership on project performance and enhancements.

LOCATION

- Provincial Head Office – Surrey, BC - hybrid

DUTIES & RESPONSIBILITIES

Project Oversight and Coordination

- Leads all phases of assigned housing and infrastructure projects from conception to completion.
- Coordinates the work of contractors, vendors, and consultants to ensure adherence to project scope, schedule, and quality.
- Coordinates cross-functional team efforts and chairs internal or external planning meetings.
- Develops and coordinates comprehensive project work plans, including budgets, risk assessments, and resource requirements to meet timelines and deliverables.
- Supports the full project lifecycle of the development of housing, mixed-use, and other social infrastructure projects.
- Participates in project scoping and site selection by engaging stakeholders to define objectives.
- Supports site due diligence and acquisition processes, including discussions with planning officials.

Operational Alignment and Project Controls

- Serves as the primary point of coordination with MNBC's centralized departments to ensure all financial, contractual, and operational aspects of projects align with internal standards and funding requirements.
- Oversees project budgeting, expenditure tracking, invoice processing, and contract compliance in collaboration with Finance.
- Ensures adherence to MNBC procurement practices and centralized financial procedures.
- Maintains accurate and timely financial documentation to support forecasting, reporting, and audits.
- Collaborates with consultants and internal partners to support budget planning and scope documentation.

Project Engagement and Integration

- Coordinates with MNBC's Communications and Community Engagement department to ensure Métis Chartered Communities are involved and informed throughout project development.

JOB DESCRIPTION

JOB TITLE	Project Coordinator
MINISTRY/DEPARTMENT	Ministry of Housing and Homelessness
REPORTS TO	Director, Development Strategy
JOB FAMILY	Nation Support
CLASSIFICATION LEVEL	Level 3
DATE CLASSIFIED	March 2025 (revised May 2025)

- Integrates community perspectives and regional priorities into project planning and implementation.
- Manages or supports logistics for stakeholder and engagement sessions, supporting consistent and culturally informed communication.
- Maintains proactive relationships with project partners, municipalities, and internal teams to foster alignment and trust.
- Facilitates seamless information flow across departments, ensuring initiatives reflect community needs and organizational service goals.

Research, Evaluation, and Reporting

- Conducts project-related research and analysis, compiling reports and presentation materials.
- Monitors project performance against established KPIs and recommends enhancements.
- Develops and maintains project documentation for audit and compliance purposes.
- Assists in research for funding opportunities and policy evaluations for program enhancements.
- Coordinates project work plans, reports, and presentations, and monitors project progress.

Administrative and Logistical Support

- Coordinates meeting scheduling, records minutes, prepares agendas, and maintains organized project files.
- Supports staff travel logistics and coordinates the organization of community engagements events.
- Maintains up-to-date records in project management software such as PROCORE.
- Contributes to maintaining records and documentation for audit, compliance, and knowledge management purposes.

Other duties

- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular to occasional attendance at meetings/events that may require work and travel outside of normal business hours.

Supervision Given

- None

QUALIFICATIONS

- Diploma in real estate development, planning, project management, or a related field from a recognized post-secondary institution.
- Minimum five (5) years of progressively responsible experience in project coordination, including housing or

JOB DESCRIPTION

JOB TITLE	Project Coordinator
MINISTRY/DEPARTMENT	Ministry of Housing and Homelessness
REPORTS TO	Director, Development Strategy
JOB FAMILY	Nation Support
CLASSIFICATION LEVEL	Level 3
DATE CLASSIFIED	March 2025 (revised May 2025)

infrastructure sectors.

- A combination of relevant experience, education, and training will be considered.
- Demonstrated experience leading cross-functional project delivery and managing consultants or contractors.
- Proven ability to track and manage complex project budgets and reporting deliverables.
- Experience facilitating stakeholder engagement and managing procurement processes.
- Experience or knowledge in development proformas, financing, and budgets is an asset.
- Experience in supporting the full project lifecycle, including financial tracking and consultant coordination.
- Familiarity with federal and provincial funding opportunities, and project management software solutions is preferred such as PROCORE.
- Effective communication skills, both oral and written.
- Good planning and organizational skills, with the ability to prioritize tasks and work with minimal supervision.
- Proficient in Office 365 and open to learning new technologies.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.