

Petroglyph Development

Group (PDG)

JOB POSTING

Newcastle Island Coordinator Full-Time Permanent



Under the direction of the CEO of the Petroglyph Development Corp, the Saysutshun/Newcastle Island (NCI) Coordinator will oversee all aspects of the Newcastle Island Provincial Marine Park in accordance with PDG/SFN operating guidelines and the BC Parks operator contract. We are seeking an individual who is motivated and is willing to learn and receive training.

Responsibilities:

1. Provides BC Parks with all necessary reporting and correspondence.
2. Prepares and submits various reports to Management (CEO) including financial and management reporting, as required.
3. Ensures that all BC Parks operational standards are maintained.
4. Promotes the Island and its services through advertising, including maintaining and updating the www.newcastleisland.ca website, overseeing the on-line reservations system and responding to email enquiries as required.
5. Oversees and ensures that all sub-contractor agreements are fulfilled including the Ferry and Pavilion operations.
6. Oversees the Saysutshun/NCI operations
7. Handles all monies associated with the Island, and ensures that all budgets are monitored and balanced, and related bills or invoices are processed by Finance.
8. Monitors, maintains and controls PDG/SFN resources including boats, vehicles, trailers, etc. and generates reports as required.
9. Works with PDG Finance Department to maintain resources inventory.
10. Supervises and leads Park staff in addition to coordinating work schedules, ensuring adherence to PDG/SFN policies, managing grievances and reviewing time sheets.
11. Handles minor mechanical repairs to PDG/SFN operations equipment and ensures they are maintained
12. Complies with and implements safety related work practices and procedures.
13. Liaises with representatives from other organizations with stake/interest in the Newcastle Island operation.
14. Attends and prepares for PDG shareholder, directors, and community meetings when requested.
15. Other duties as assigned by the CEO

Education/Experience requirements:

- A degree from a recognized university or college in the area of Management, Tourism and/or Recreation Management, Resource Management, or Business Management, or;
- 3-5 years Management experience.
- Strong Word, Publisher, Excel and Outlook program skills.
- Current and valid BC Drivers' License.

Education/Experience Additional Assets (“Nice to Haves”)

- West Coast Small Vessel Operator Proficiency (SVOP), VHF Marine Radio, Advanced First Aid (OFA Level III or equivalent) essential certificates.
- Completion of BCIT Parks Management Course - Law and its Administration considered an asset.

Key Competencies:

- Ability to maintain confidentiality, utilize judgment and work with minimal supervision.
- High standard of ethics and confidentiality when handling sensitive information.
- Excellent interpersonal, communication and leadership skills.
- Ability to work as part of a team and promote teamwork.
- Ability to work flexible hours with some weekend work.
- Ability to ensure that financial controls and performance measures are in place, up to date, and monitored.
- Background in minor mechanical repairs,
- Ability to assess and address safety and work related hazards.
- Ability to maintain good relationships with all staff and sub-contractors.
- Strong organizational skills - ability to coordinate staff and meet daily production schedule deadlines.
- Ability to deal effectively and efficiently with customer requests and complaints.
- Ability to seek funding and write proposals.

Please submit your current resume and cover letter to:

Petroglyph Development Group
1145 Totem Road, Nanaimo, BC, V9R1H1
helenh@p-d-g.ca

ATTN: Helen Hunt

Deadline Date: Mar 19, 2018

Start Date: Immediate

For more information contact Helen Hunt
at 250-741-0158

Please note only those applicants who are short-listed will be contacted

*PDG is the economic development corporation of
Snuneymuxw First Nation*

