

Job Description: Project Coordinator

Position Title: Project Coordinator

Department: Stl'atl'imx Tribal Police Service

Reports To: Rebecca Barley, Board Chair

Location: Pemberton/Lillooet BC Canada

Employment Type: Contract

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### Position Summary

The Stl'atl'imx Tribal Police Service (STPS) has engaged MNP, a national consulting and accounting firm with a dedicated Community Safety and Wellbeing practice, to conduct a police service review and needs assessment to identify what additional resources may be required to support the delivery of adequate and effective policing for the communities served. The review and needs assessment are expected to include an in-depth analysis of the current state, consultation with the leadership of each of the 10 communities served by the STPS, identification of challenges with the current service delivery model, and the identification of resourcing needs for a fully autonomous police service delivery model, including a transition plan and budget that provides a roadmap for implementation of the recommended changes.

The Project Coordinator will act as a liaison between the STPS, consulting firm MNP, and the communities served by STPS, to ensure effective communication and coordination throughout the Policing Needs Assessment project. The primary responsibilities include gathering information, coordinating stakeholder interviews, participating in check-in meetings, and supporting the successful execution of project objectives.

### Key Responsibilities

- **Liaison Duties:** Serve as the main point of contact between the Stl'atl'imx Tribal Police Service, MNP and the communities served by STPS. The Project Coordinator will act as a single point of contact for communicating decisions on the project to MNP.
- **Information Gathering:** Collect, organize, and analyze relevant information and data required for the project.
- **Stakeholder Coordination:** Support the scheduling and coordination of stakeholder interviews, ensuring all relevant parties are informed and prepared. MNP will be traveling to each of the ten communities served and two detachments operated by the STPS.

- Documentation: Maintain accurate records of communications, meetings, and project progress.
- Project Support: Assist in the development and implementation of project plans and timelines, and in reviewing project deliverables to ensure they meet STPS objectives.
- Reporting: Review progress reporting from MNP and present regular updates and reports on project status to Stl'atlimx Tribal Police Service management and stakeholders.
- Issue Resolution: Identify and address any issues or challenges that arise during the project.

#### Qualifications

- Experience: Experience working with the communities served by Stl'atlimx Tribal Police Service is highly valued.
- Understanding of Stl'atlimx Tribal Police Service policies and procedures is an asset.
- Minimum of 2 years of experience in project coordination or a similar role.

#### Skills

- Excellent knowledge of the communities served by Stl'atlimx Tribal Police Service
- Excellent communication and interpersonal skills.
- Strong organizational and time management abilities.
- Ability to work independently and as part of a team.
- Attention to detail and problem-solving skills.

#### Working Conditions

- Environment: Office setting with occasional travel to stakeholder locations.
- Hours: Standard business hours with flexibility for project needs. The time commitment required will vary throughout the contract and the project will require a larger time commitment leading up to and during the stakeholder engagement phase of work.

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- To Apply: Please submit your resume and cover letter to [boardadmin@stlatlimxpolice.ca](mailto:boardadmin@stlatlimxpolice.ca)
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