



First Nations Forestry Council Posting PROGRAM MANAGER, WORKFORCE & INDUSTRY RELATIONS

(Approved: July 26, 2018)

About the First Nations Forestry Council:

In spring 2006, the First Nations Forestry Society incorporated as a not-for-profit society in British Columbia to conduct its business in support of First Nations in BC participating and engaging in forestry related issues.

The First Nations Forestry Council (FNFC) is governed by a Board of Directors composed of representatives of the First Nations Summit, the Union of BC Indian Chiefs and the BC Assembly of First Nations. FNFC is politically accountable to the First Nations Leadership Council and the First Nations of BC.

For more information regarding FNFC, please visit our web site at www.fnforestrycouncil.ca.

About the Position:

The Program Manager, Workforce & Industry Relations, reports to the Chief Executive Officer (CEO) and liaises closely with a broad range of representatives from governments, First Nations partner organizations (e.g. ASETS), forest industry employers and industry organizations and others.

The Program Manager has two key streams of responsibility:

1. As part of FNFC's Workforce Initiative, leading the implementation of the recently completed BC First Nations Forestry Workforce Strategy and other workforce programs and initiatives
2. Leading the development and maintenance of effective relationships with forest industry representatives in all sub-sectors of the industry, including supporting the growth of First Nations businesses in the sector

The Program Manager fulfills these responsibilities through understanding, advising on and managing FNFC participation in forestry planning and business development, government and forest industry policies, programs, regulations and forestry business requirements. This position is also responsible for ensuring effective communications with First Nations and FNFC partners regarding FNFC initiatives.

This position is full-time; however, it is subject to available funding. It is a term position to March 31, 2019 with ongoing employment subject to a satisfactory three-month probationary period and sustained/renewed funding.

Key Responsibilities:

- Keep up-to-date on government policies, regulation and implications and provide recommendations to FNFC, governments, industry groups and First Nations groups
- Keep up-to-date on funding and program opportunities for the FNFC and prepare funding/program/project applications, proposals and budgets
- Lead the implementation of the FNFC Forestry Workforce Strategy in conjunction with FNFC colleagues and industry and First Nations partners
- Represent the FNFC in ongoing collaborative projects, programs and initiatives

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- As required, lead the implementation of other workforce-related and industry-related FNFC projects, programs and initiatives
- Perform project and program monitoring, evaluation and reporting
- Ensure program transparency and accountability consistent with FNFC policies and client requirements as it relates to the delivery of the FNFC Forestry Workforce Strategy and other workforce and industry programs
- Provide a broad range of communications support for the Chief Executive Officer, including writing and editing and education/promotion activities, and preparing materials for the FNFC website
- Ensure the organization and coordination of logistics of workforce and industry meetings, conferences and other sessions
- Participate in and support necessary program development and project management on workforce and industry relations as required
- Prepare briefings and reports as required

Qualifications/Requirements:

Education:

- Degree, diploma or certificate in forestry, community planning, business administration or human resources/workforce development with a minimum of 5 years related experience, or equivalent combination of education and experience related to this position.

Experience:

- Experience in implementing workforce strategies and programs
- Experience in working with and building and maintaining effective relationships with governments, First Nations and industry partners on workforce and forestry initiatives
- Experience in working in a forestry regulatory and forestry business environment
- Experience using various software programs that support office administration
- Experience working with a Board of Directors

Abilities and Skills:

- Strong interpersonal and communication skills
- Strong organizational and coordination skills
- Superior level of computer literacy, especially word processing, spreadsheets, and presentation software
- Effective communication skills, including gathering data, compiling information, creating, composing, and editing a variety of written materials
- Ability to make project and program management decisions and judgments on sensitive, confidential issues, demonstrating tact, flexibility and initiative
- Ability to work independently and expeditiously under tight timeframes and competing priorities

Knowledge:

- Demonstrated knowledge of forestry planning and operations and business development from BC and First Nations' perspectives
- Knowledge and experience in project/program management, development, monitoring, evaluation and reporting
- Knowledge of forestry-related government policies, programs, regulations and funding
- Knowledge of general financial management principles, procedures, systems and documentation

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- Knowledge and understanding of First Nations peoples political, governance, socio economic and community issues, aboriginal ancestry an asset

Location: North Vancouver Office – Suite 2161-1959 Marine Drive, North Vancouver, BC; or
Nanaimo Office – 38 Victoria Crescent, Nanaimo, BC

A competitive compensation package is offered for this exciting and challenging position. If you are qualified and would like to work in a dynamic and progressive First Nations non-profit organization, please provide your resume in confidence as soon as possible. This posting will remain open until the position is filled.

FNFC is committed to diversity and an inclusive workplace. We will recruit the best-qualified candidates based on skills and experience as required for the position. If two or more candidates are deemed to be equal in terms of these requirements, preference will be given to the candidate of Indigenous ancestry. As a result, Indigenous applicants can choose to self-identify.

Please submit a cover letter and resume via email to:

First Nations Forestry Council
c/o Kerry Jothen, Human Capital Strategies
kjothen@humancapitalstrategies.ca