

Workforce Development Coordinator

www.forestrycouncil.ca

201 Milton St. Nanaimo, BC V9R 2K5



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OVERVIEW

Role:	Coordinator, Workforce Development
Reports to:	Workforce Development Lead
Salary Range:	\$55,000 - \$65,000
Job Location:	Vancouver Island (Remote in BC)

JOB SUMMARY

Reporting to the Workforce Development Lead, the Workforce Development Coordinator supports the delivery of the Forestry Council's workforce development programs and initiatives. The position coordinates day-to-day program activities across key areas, including the Indigenous Forestry Scholarship Program, mentorship and career advancement, work placements, youth programming, career fairs, and other education-to-employment initiatives.

Working under the direction of the Workforce Development Lead, the Coordinator manages program timelines, processes, participant and partner communications, records, and follow-up activities to support effective and consistent program delivery. The Coordinator works closely with students, mentors, employers, communities, educational institutions, and Forestry Council staff to ensure workforce initiatives are responsive to participant needs, aligned with organizational priorities, and contributing to increased Indigenous participation and advancement within British Columbia's forest sector.



ADDITIONAL REQUIREMENTS

Occasional travel within BC will be required for this position.

ABOUT THE FORESTRY COUNCIL

The BC First Nations Forestry Council (the "Forestry Council") is a non-profit organization dedicated to supporting and empowering First Nations individuals, businesses, and governments in increasing their leadership and participation within British Columbia's forest sector. Our mission is rooted in honouring the legacy of our ancestors by creating space for First Nations forestry – a space where our collective voice identifies and overcomes barriers to sustainable change.

Guided by the principles of stewardship and generational knowledge, the Forestry Council works to address the economic, social, cultural, and environmental challenges of managing forest lands and resources. We provide access to essential tools, information, and resources to enable First Nations to seize opportunities and make informed decisions that transform the forest sector. Through engagement, collaboration, and respect for traditional laws and protocols, we strive to unite diverse communities to shape the sustainable management of forests for future generations.

Our work is organized into three core areas:



Forest Governance:

Supporting First Nations in becoming full partners in forest governance and stewardship. We assist with policy development and reform, helping First Nations governments navigate complex policy environments and increase their role in shaping forest policies across the province.



Workforce Development:

Creating pathways for First Nations individuals to pursue careers and build capacity within the forest sector.



Business Development:

Assisting First Nations businesses in identifying opportunities and achieving long-term economic success in forestry.

By serving as a central resource for First Nations communities, the Forestry Council ensures that the information, resources, and opportunities needed to thrive in the forest sector are within reach. Together, we are building a future where First Nations are at the forefront of sustainable forest management in British Columbia.

JOB RESPONSIBILITIES

Program Coordination:

- Coordinate the planning and delivery of the Forestry Council's workforce programs and initiatives, including the Indigenous Forestry Scholarship Program, mentorship, youth conference, and advisory activities.
- Maintain program workplans, timelines and follow-up activities, and keep the Workforce Development Lead informed of progress, outcomes and emerging challenges.
- Collaborate with staff and external partners to support effective program delivery and identify opportunities for improvement.

Program Administration:

- Coordinate program application, intake, agreement, payment and documentation processes.
- Maintain accurate program records, tracking systems and participant information in accordance with established policies and procedures.
- Collect and organize program data, outcomes and feedback to support evaluation, reporting and program planning.

Program Engagement:

- Coordinate communications, meetings and engagement activities with participants, communities, employers, educational institutions and other program partners.
- Build and maintain relationships that support Indigenous education, mentorship, training and employment opportunities within the forest sector.
- Represent the Forestry Council at relevant meetings, conferences and events, as required.

Participant Support:

- Serve as a primary day-to-day contact for workforce program participants, providing information and responding to questions throughout their participation.
- Connect participants with relevant educational, employment, Indigenous and community-based resources and supports.
- Monitor participant engagement, progress and outcomes, and identify barriers or concerns requiring additional support or direction.

QUALIFICATIONS

EDUCATION & EXPERIENCE

- Post-secondary education in Indigenous Relations, Education, Environmental Studies; or an equivalent combination of education, training and experience.
- A minimum of two years of experience in a related position, preferably in a non-profit or public sector environment.
- Experience working with First Nations or other Indigenous organizations is an asset.

SKILLS & COMPETENCIES

- Strong writing, editing, and proofreading skills.
- Excellent organizational and time management skills, with a keen eye for detail.
- Exceptional customer service, communication, and interpersonal skills.
- Proficient in using Microsoft Office (Outlook, Word, Canva, Excel, PowerPoint).
- Ability to work both independently and collaboratively as part of a team.
- Ability to handle multiple tasks and duties simultaneously.
- Displays a high level of commitment to the Forestry Council's mission and values.

We look forward to connecting with you through our careers@forestrycouncil.ca email. Please note, only selected candidates will be contacted regarding next steps in the hiring process.



Under Section 42 of the BC Human Rights Code, preference will be given to Indigenous applicants. Candidates who wish to qualify for preferential consideration must self-identify in their cover letter.

The Forestry Council is grateful to work on the unceded territory of the Snuneymuxw First Nation.