



EMPLOYMENT OPPORTUNITY

Canadian Council for Aboriginal Business (CCAB)

Program Coordinator

CCAB invites applications for the full time position of a PAR program coordinator. If you are hardworking, creative and a career oriented individual that is committed to working for the benefit of the Aboriginal community – we want to hear from you.

CCAB is a national nonprofit charitable organization founded in 1984, which is committed to the full time participation of Aboriginal peoples in the Canadian economy. CCAB offers knowledge resources and programs to both business Canada and the Aboriginal owned member companies to help foster relationships and economic opportunity in Canada.

Reporting to the Director of the PAR Program, you will have administrative experience in the areas programming, and Marketing. The right candidate will provide administrative support in the areas of database management, event planning, and the management of web based applications, and systems.

Duties and Responsibilities

- Process all new applications for all CCAB Programming
- Support Manager in preparing reporting documents for quarterly reporting, and committee meetings
- Monitor all file systems, and databases related to all areas of programming
- Prepare letters, documents or data reports relevant to all areas of programming
- Support Manager in day to day administrative functions as required
- Provide support and assistance to all program participants and applications in CCAB programs
- Maintain and monitor all database systems, content management systems, and applications
- Report and collect any and all system bugs and errors in all program applications
- Provide technical support to program participants in a timely manner
- Schedule and post all marketing for all areas of programming and events quarterly
- Provide messaging for outreach efforts in PAR
- Provide administrative support for planning nationwide events for CCAB with all departments

- Assisting with other duties as assigned.

Qualifications

- Post-secondary diploma in business, or 2 years relevant experience
- Excellent communication skills (written and oral)
- Analytical, operational and computer skills
- Highly motivated team player with positive interpersonal skills
- Demonstrated knowledge and experience with Microsoft Office, Excel, PowerPoint
- Previous knowledge or experience with content management systems and sales management systems
- Minimum two years of administrative experience
- Good judgement, discretion, tact and the ability to work easily with senior leaders within the charitable, government or business sectors;
- Established connections within the Aboriginal business community and non-profit is an asset;
- All qualified candidates must be registered with Miziwe Biik Aboriginal Employment and Training.

Compensation

Subject to Government funding this is a full-time one year contract position commencing on April 2, 2018, with a total of 35 hours per week, Monday through Friday at the rate of \$19 per hour.

Those qualified are asked to submit a cover letter with a resume, outlining experience and suitability for the position to hr@ccab.com. **The deadline to apply for the position is March 16th 2018.**

Information regarding CCAB is available at www.ccab.com

We thank all applicants in advance however only those invited to be interviewed will be contacted. **Please no telephone calls.**

Thank you to our sponsors for providing the funding for this position.

