



# **EMPLOYMENT OPPORTUNITY**

## **Project Officer**

The K'asho Got'ine Charter Community Council is seeking a highly motivated and experienced individual who can work independently as a Project Coordinator. The Project Coordinator reports directly to the **Senior Administrative Officer (SAO)** and is responsible for identify and maintain records of projects, monitor project schedule(s) and work hours, help prepare budgets, monitor project progress, and handle any issues that arise, and make sure that client's needs are met as projects evolve:

### **Duties and Responsibilities:**

- Monitor project budgets and expenditures
- Break projects into doable actions and set timeframes
- Assign tasks to internal teams and assist with schedule management
- Identify and consult with stakeholders
- Review all monthly financial statements
- Act as a point of contact and communicate project status to all participants
- Schedule and advertise meeting dates
- Compiling project status reports
- Manage day to day activities for the project team
- Analysing project data and producing progress reports
- Ensuring project team adheres to provided deadlines

### **Qualifications:**

- Diploma in Business Administration and/or a Project Management Professional certificate (PMP)
- Proficient in Microsoft Word, Excel, and PowerPoint
- Proficient Knowledge in team leadership
- Excellent interpersonal skills
- Excellent communication skills
- Attention to Detail
- Excellent organizational and communication skills
- Understanding of relevant municipal legislation, policies, and procedures
- Understanding of the northern cultural and political environment.

**SALARY: NEGOTIABLE/BASED ON QUALIFICATION**

**OPEN UNTIL FILLED**

**ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

**PLEASE SUBMIT YOUR RESUME, COVER LETTER, LIST OF REFERENCE, AND CRIMINAL RECORD CHECK TO:**

**Human Resource/Employment Officer  
K'asho Got'ine Charter Community Council  
Box 80 Fort Good Hope, NT, X0E 0H0  
Phone: (867) 598-2231  
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