



AVISON MANAGEMENT SERVICES LTD.

Resource Management through Environmental Leadership

Job Opportunity: Project Coordinator

Avison Management Services Ltd. is a well-established and growing Environmental and Forestry Consulting Company with operations in Northern British Columbia. We are currently seeking a Project Coordinator to join our team. This position will involve project work in collaboration with Rio Tinto, Saik'uz First Nation, Stelat'en First Nation, Nadleh Whut'en First Nation and Cheslatta Carrier Nation.

About the Project:

Work on an exciting project that will be a collaboration among **Saik'uz, Stelat'en, Nadleh Whut'en, Cheslatta Carrier Nations, and Rio Tinto**. While working for Avison you will be working full time with Rio Tinto and the four Nations in the shared goal of progressing pre-feasibility studies for major infrastructure projects in the Nechako Watershed. These projects will support the restoration of the ecological and cultural value of the Nechako River and surrounding watershed

Role Overview:

We're seeking a highly organized and culturally sensitive **Project Coordinator** to support multi-party collaboration. You'll coordinate meetings, manage documentation, track progress, and facilitate communication among First Nations groups and diverse stakeholders.

Key Responsibilities:

- Organize and document team and public meetings (virtual and in-person)
- Track action items and project timelines
- Manage invoices and project expenses
- Maintain accurate records and documentation
- Support internal and external communications
- Assist with reporting and compliance

Qualifications:

- Degree/diploma in Communications, Project Management, Environmental Studies, or related field (or equivalent experience)
- 3-5+ years in project coordination or administration
- Experience with Indigenous communities or environmental projects is an asset

- Strong communication, organization, and interpersonal skills
- Proficiency in Microsoft Office and virtual meeting tools
- Valid driver's license

Preferential Hiring:

Indigenous applicants are strongly encouraged to apply, in accordance with the Canadian Human Rights Act and BC Human Rights Code.

Additional Requirements:

- Familiarity with Yinka Dene culture is an asset
- Residency within the Nechako Watershed region is considered an asset
- This role involves working at multiple sites, including Avison, Rio Tinto and the Nations. Travel between the sites is expected.

Remuneration & Term Length:

- The position offers an hourly wage between \$35 and \$50 per hour depending on experience, based on a standard 37.5 hour work week
- 12 month fixed-term contract, with potential for extension subject to continued funding

To Apply:

Avison Management is an equal opportunity employer and offers an attractive wage and benefit package with a flexible work schedule. If you fit these requirements and are looking for an opportunity take your career to the next level, please submit a resume and cover letter to **humanresources@avison.ca**. All resumes will be handled in confidence. Only those applicants selected for an interview will be contacted.

Posting closes August 4 @ 1600hrs PDT.

For more information about us, please visit www.avison.ca.