



Project Coordinator

Gwaii Engineering is an Indigenous owned Civil and Environmental Engineering and Planning Firm based in Victoria, BC. We have been working with Tsain-Ko and shíshálh to support engineering, planning and development in the community. We bring our Indigenous experience to the technical field of engineering by taking a more holistic approach to projects and work closely with our clients to find capacity within the community to support our work.

Gwaii is looking for a Project Coordinator to help with civil construction on various projects on shíshálh Nation lands. This position will be a mix of coordinating on-site work between project staff/consultants/contractors, inspecting site work, working with the Nation's administrative staff, and working closely with Gwaii to make the projects a success.

The following skills, responsibilities and experience are suggestive and may not be limited to what is presented below. **We are committed to building capacity in the community and invite/encourage the opportunity to support community members to grow into this position.**

Responsibilities under direct supervision of Gwaii Engineering:

- Periodically act as the on-site contact for Gwaii
- Become familiar with design drawings and reports
- Prepare inspection reports using templates and checklists and record daily/weekly project activities
- Communicate (verbal and written) with team members, clients, contractors, consultants and other stakeholders with respect to construction activities
- Liaise with shíshálh Nation staff and administrators
- Organize and coordinate site activities with subconsultant and contractors, as needed
- Inform stakeholders of construction activities and prepare documents accordingly
- Attend project meetings and record meeting minutes
- Conduct field reviews and assist with overseeing construction activities

Skills:

- Working knowledge of Microsoft Office products (Excel, Word) as well as Google Suite
- Good verbal and written communication, listening and time management skills
- Able to work independently and collaboratively
- Know when to ask for help
- Able to prioritize and track multiple tasks and deadlines

Additional considerations:

- Experience working on construction sites is an asset
- Relevant university/college education in the area of trades and/or engineering is an asset
- Candidates must be in good physical condition and willing to work in all weather conditions

Gwaii has a diverse team and strives to increase the presence of Indigenous people and women in STEM fields. We encourage candidates from all backgrounds to apply.

For more information or to apply please contact Kear Porttris (kporttris@gwaiieng.com; 250-580-7087).