



Coordinator - Community Affairs

Organization: Telkwa Coal Limited, a subsidiary of Allegiance Coal Limited

Location: Vancouver, British Columbia

Primary Category: Community (plus Environment)

Type of Position: Term Contract – Full time hours

Description & Details

Opportunity

Reporting to the Director, Environment and Government Affairs, the incumbent will assist in and support the implementation of community and environmental-regulatory programs and initiatives.

Responsibilities

The purpose of this role is to support the activities related to community and indigenous consultation and environmental-regulatory processes. The successful candidate will:

Community

- Maintain master communication records for indigenous and stakeholders
- Identify, summarize, and track community issues and concerns and company commitments.
- Assist in the implementation of the company's Engagement Framework and Plan
- Participate in direct community engagement activities with indigenous, the local community, stakeholders, government, and regulators and assessors
- Work with consulting team to produce documentation for public meetings, open houses, government meetings, and reports
- Maintain social media

Administrative

- Maintain electronic and paper filings
- Coordination of various initiatives and tasks amongst the team and with consultants

Environment

- Produce minutes and/or record action items from meetings
 - Produce power point presentations under the direction of Director, Environment
 - Consolidate and summarize technical information as required into brief reports for internal or external use
 - Provide support and assistance to the Director of Environmental and Government Relations in the production and delivery of various regulatory applications
 - Other report writing as required.
 - Producing maps
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Qualifications

Completion of a college or university program. This position may be suitable for those with a degree or diploma in geography, natural resources-related, environmental, communications or socio-cultural program.

The candidate must be willing to travel approximately once a month for no more than four days at a time. Travel and other expenses will be reimbursed.

Knowledge and Skills

- Appreciates challenges. Always willing to learn. Positive, can-do attitude
- Effective communicator verbal and written
- Proficiency in Microsoft Word, Excel, Power Point and ideally, iMAP.
- Organized, with the ability to multitask and change priorities as required
- Excellent interpersonal skills
- Attention to detail
- Tact, diplomacy, discretion, and sound judgment
- Team player and ability to work independently

This is an incredible opportunity to join a dynamic team in a fast-paced environment. The personal growth opportunities are tremendous.