



JOB DESCRIPTION

Program Coordinator

Job title	<i>Program Coordinator</i>
Reports to	<i>EXECUTIVE DIRECTOR</i>

PURPOSE

Since 1967 the Chamber of Mines (hereinafter the “Chamber”) has been the voice of the Northern mining and exploration industry. The overall goal of the Chamber is to promote the industry to northerners, Canadians and the world at large.

The Chamber’s Vision is: *A strong minerals industry that benefits the Peoples of the North.*

The Chamber’s Mission is: *To provide leadership on, and advocate for, responsible and sustainable mineral exploration and development in the NWT and Nunavut.*

The Chamber engages and advises governments, regulatory agencies, investors, communities, Aboriginal groups, non-governmental agencies, the media, schools, post-secondary educational institutions, and the general public. The Chamber’s primary objective is to encourage, assist and stimulate the prosperous, orderly and environmentally responsible development and growth of mining and mineral exploration in the NWT and Nunavut.

SCOPE

Reporting and accountable to the Executive Director, the Program Coordinator (PC), contributes to achieving the goals and objectives of the Chamber as determined by the Board of Directors. The PC is key to service and program delivery as well as Chamber operations in NWT and Nunavut. The PC provides program support and service activities that fall under the Chamber’s mission, vision, and strategic plan.

PRINCIPAL ACTIVITIES:

The Program Coordinator (PC) works to achieve the Vision and Mission of the Chamber in NWT and Nunavut by supporting Chamber programs and operations from the Yellowknife office as outlined below.

- **Membership program**
 - a. Develop knowledge and expertise of MC Trade platform to become a superuser and resource for members
 - b. Typical activities include email campaign to existing members to update their profiles prior to issuance of annual invoices
 - c. Initiate the generation of invoices to all past year members.
 - d. Address membership enquiries within 3 business days (internal service standard)
 - e. Update Q & A material on the membership platform based on lessons learned
 - f. Work with the Executive Director and Nunavut General Manager on communication tools for the newsletter and website
 - g. Update the website with members in the pre-established categories
- **Board governance support**
 - a. Preparation of Board meeting packages
 - b. Preparation of Board meeting minutes

- c. Electronic filing of Board minutes
- d. Tracking of documents for audit purposes
- e. Preparation of package to meet NWT Legal Registries requirements
- **Planning for annual events including the Geoscience Forum, AME Mineral Exploration Roundup, PDAC Annual Trade Show and Conference and others that may come up by working with the Executive Director and partners (as appropriate) to:**
 - a. Develop a planning document with key dates and milestones established
 - b. Organize bookings for events as required
- **Tracking of accounts payable and receivable**
 - a. Timely tracking on invoices, applying appropriate coding
 - b. Timely tracking of accounts receivable, addressing any follow-up as is necessary
 - c. Electronic filing of invoices
 - d. Reviewing Quickbooks Online entries
- **Addressing other administrative duties as may arise**

The Chamber is a small organization, and the Program Coordinator will also assist and participate in Chamber activities that serve the interests of members in both jurisdictions, eg, communications and public awareness activities at the direction of the Executive Director.

EDUCATION & EXPERIENCE

- Diploma in office administration, project management or other relevant areas
- Experience in conducting research and analyzing information from multiple sources
- Experience in providing advice and frontline services to clients
- Recent* and significant** experience in using technology (e.g. Microsoft applications and others (Word, Excel, Powerpoint, Outlook, Zoom, Teams))
 - *Recent experience is defined as within the last 3 years
 - **Significant experience is defined as a duration of 12 consecutive months
- Experience in delivering a program or service
- Experience developing and maintaining collaborative working relationships
- Education and experience equivalencies to be considered

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledgeable in the use of software programs such as Microsoft Word and Excel
- Demonstrates professionalism in daily conduct
- Working effectively with others
- Showing initiative and being action-oriented
- Dependability
- Ability to communicate effectively orally
- Ability to communicate effectively in writing
- Ability to manage variable workload, competing priorities and/or working under pressure to meet tight deadlines
- Ability and willingness to travel for up to 7 days
- Able and willing to work outside of traditional business hours 830am to 5pm with appropriate notice
- **Assets**
 - Operational knowledge of Quickbooks online or other accounting software
 - Valid Driver's License or personal mobility normally associated with the possession of a

valid Driver's License

WORK LOCATIONS & CONDITIONS

- This full-time position is based in the NWT & Nunavut Chamber of Mines' office in Yellowknife, NWT.
- The hours of work are 830am to 5pm Monday to Friday.
- The Program Coordinator is expected to work some evenings and weekends for public awareness events such as the Geoscience Forum in Yellowknife, annual industry conferences such as PDAC in Toronto and Roundup in Vancouver.
- Able and willing to work outside of traditional business hours 830am to 5pm with appropriate notice.
- The work schedule is dependent upon operational needs and may be subject to change when travelling to communities or due to weather.
- There is flexibility in work hours and all reasonable requests for work arrangements will be considered.

PHYSICAL REQUIREMENTS

- Physical demands of the job will be moderate and could include the requirement to carry moderately heavy boxes and display materials to various public and community events.
- The incumbent may be required to stand for extended periods during public presentations and trade shows, and to sit for extended hours working on a computer or attending meetings.
- Travel on small aircraft may be required.

REPORTING

- The Program Coordinator will report to the Executive Director and work cooperatively with other staff.
- This position has no direct reports.

SALARY

- Compensation will include a salary commensurate with experience and education and a comprehensive benefits package.
- A northern allowance is included in the compensation package for this position.

Approved by:	<i>Karen Costello, Executive Director</i>
Date approved:	<i>December 10, 2024</i>
Reviewed:	