

**BCIB****Building
Opportunity
Here****Respectful
Onsite
Initiative**

Job Title: Indigenous Relations & Respectful Onsite Initiative Administrator
Division: Indigenous Relations & Respectful Onsite Initiative Administrator (IR/ROI)
Reports to: Director, Respectful Onsite Initiative (ROI) Program & Implementation

Who We Are: A career at BC Infrastructure Benefits (BCIB) grows opportunities in the skilled construction trades and helps build respectful jobsites free from discrimination and harassment. BCIB is the progressive employer on major public infrastructure projects in British Columbia. We are building a diverse, skilled workforce to support the construction industry in British Columbia now and in the future.

At BCIB, our commitment to diversity and inclusion is central to our mandate and our values. We value every voice, share every challenge, limitless in our pursuits, and welcome any excuse for a potluck. If you are looking for an exceptional place to work where you can make a positive impact across the province and enjoy a culture of belonging, consider a career with BCIB.

BCIB has been recognized as one of BC's Top Employers and as one of Canada's Best Diversity Employers.

Find out why:

<https://bcib.ca/news/bcib-named-a-2024-bc-top-employer/>

<https://bcib.ca/news/canadas-best-diversity-employers/>



Job Summary: In this role, you will be reporting to the Director, ROI Program and Implementation.

The Administrator will be a dynamic, resourceful, and highly competent team player, responsible for supporting the delivery of ROI training as well as Indigenous outreach and engagement.

Essential Duties & Responsibilities: **Respectful Onsite Initiative:**
Support the Director, ROI Program & Implementation and ROI team by providing but not limited to:

- Coordinating venue and catering needs.



- Update and maintain ROI completion records within BCIB's database.
- Synthesizing and graphing training evaluations, in order to provide draft delivery reports.
- Participate in the delivery of ROI training sessions to BCIB's workforce.
- Support other administrative duties as required.

Indigenous Relations:

Support IR team in outreach/ engagement strategies to maximize Indigenous participation in CBA project and trades careers including but not limited to:

- Distributing project labour demand information and employment opportunities to First Nations and Indigenous organizations.

Administration/Communication:

Work with the ROI/IR team with:

- Arrange and organise travel for staff, contractors and trainers.
- Create requisitions in NetSuite for contracts and purchase orders.
- Purchase department supplies and reconcile credit card expenditures.
- Support in the creation of IR / ROI monthly corporate newsletter.
- Play an active role within corporate ROI benchmark projects.
- Assist with expense claims and reimbursements.
- All other duties as required.

Qualifications & Years of Experience:

- Post- secondary education would be an asset.
- 1 year of Administrative Experience.
- Advanced in Microsoft Word, Excel, and Outlook.
- Salesforce experience is an asset.
- An equivalent combination of education and experience may be considered.
- Experience facilitating workshops would be an asset; however, training is provided.

Preferred Skills:

- Ability to coordinate, schedule and track multiple activities.
- Ability to meet tight deadlines.
- Problem solving and "think on your feet."
- Organization skills.
- Outgoing, engaging and interpersonal skills.
- Ability to work in a team.
- Ability to Communicate effectively.
- Self-motivated.

Supervisory Responsibilities:	This role has no supervisory responsibilities.
Work Schedule:	Full time: 37.5 hours per week Monday – Friday Hybrid – The ROI/IR team currently follows a hybrid schedule where employees work from the BCIB head office from Monday to Thursday and have the option of working at home on Friday. Based on the needs and demands of the role, more days may be required.
Compensation:	The range offered for this position is: \$57,000 - \$62,000 annually. Compensation offered within this range is based on factors unique to each candidate, including skills, qualifications, experience and credentials.
What's In It for You:	- Extended Health & Dental Benefits – Premiums paid by BCIB. - Company Pension Plan. - Life Insurance. - Employee and Family Assistance Program. Wellness Spending Account. Health Care Spending Account. - Focus on your development through tuition reimbursement, training, and professional development. Maternity/Parental leave top-up. 4 Week Vacation. 10 Sick Days. <i>* We offer additional paid other leave days for personal days such as cultural leave, family responsibility leaves, and medical/dental appointments.</i>
Work Environment	Head Office Features: - Complimentary Fitness Facilities with changing room & showers. - Large open floor and windows with a view. - Business Casual/ dress for your day. - Shared kitchen & lunch area. - Coffee station. - Bike locker. - Near Public Transit. - Near False Creek.

**Recruitment
process:**

BCIB staff will review all applications received, but only applicants that demonstrate their suitability for this position by meeting the minimum level of qualifications and experience will be contacted for an interview. A standard interview format will be used including general, scenario and behavioral descriptive interview questions.

Please send your resume and cover letter to jobs@bcib.ca

BCIB is committed to employment equity and building a diverse workforce, representative of the communities we serve throughout the province. We believe our team's diversity is our strength, and encourage all Indigenous applicants, people of colour, all genders, 2SLGBTQ+ and persons with disabilities to apply. To learn more about BCIB's commitment to diversity, equity and inclusion, please visit our [website](#).

Accommodations are available on request for candidates with disabilities who anticipate needing modifications during the application and interview process. Please email jobs@bcib.ca and we can discuss the matter in confidence.

