

# We're HIRING



## PROJECTS AND FUNDING COORDINATOR

The Projects and Funding Coordinator oversees project coordination and fund administration within the stewardship department. This position is key to ensuring that stewardship projects are effectively managed and that financial resources are allocated and reported accurately.

### REQUIREMENTS:

- Grade 12 graduation (Dogwood or BC Adult Graduation Diploma);
- Degree or diploma in Environmental Studies, Resource Management, Business Administration, or a related field preferred; and
- Experience as a project coordinator; or
- An equivalent combination of education and experience;
- Experience researching, preparing and managing budgets;
- Experience developing a variety of written reports, spread sheets, presentations and other documentations utilizing Microsoft Office Suite;
- Experience preparing and managing grant applications an asset

### HOW TO APPLY:

Applicants are invited to email their resume and cover letter to Anuradha Walisundera, CPHR at [hr@tsartlip.com](mailto:hr@tsartlip.com) by 4:00PM on Friday, February 21, 2025.

**Salary Range - \$65,000-\$75,000**

**Preference will be given to applicants of  
First Nation Ancestry**

