

The Gwaii Trust Society is a non profit society that owns and manages a multi-million-dollar perpetual fund for the benefit of all the people of Haida Gwaii. The fund generates investment income and the Society distributes part of that income every year through a variety of grant programs. More information on Gwaii Trust can be found on our website: [www.gwaiitrust.com](http://www.gwaiitrust.com).

## Position Summary

Position type: Full-time Permanent 35 Hours per week

Location: Skidegate

The Gwaii Trust Society is looking for a problem solver to support the grant making process across our programs. The right candidate has strong technology skills underpinned by an understanding of administrative practices, workflows and customer service.

The Grants and Technology Assistant manages a small portfolio of grants and assists more senior staff in all grant management activities. This position also serves as the internal resource for Gwaii Trust's technology systems by overseeing the setup and smooth running of existing software as well as recommending the implementation of new technologies that fit with Gwaii Trust's needs.

## Primary Responsibilities

### *Grant support*

- Collates incoming applications and completes the first review of grant applications under the direction of the project officers
- Creates and updates paper and electronic files for grant applications
- Prepares dashboard summaries of grants under review by the Board of Directors
- Reviews grant claim submissions and makes recommendations for payment
- Monitors grants to ensure timely submission of grantee reports, claims and payment requests
- Maintains active and archived grant file systems including paper and electronic files. Ensures appropriate retention and archival processes are followed
- Generates and prepares data for monthly grant reports
- Updates the active projects database for manually submitted grants
- Maintains an up to date budget tracking document for all grant programs
- Act as the point of contact and manager throughout the lifecycle of the grant for a small portfolio of grants
- Supports the process to notify and decommit projects past their completion date

### *Technology Support*

- Manages hardware for both the Skidegate and Old Massett offices, including printers, Xerox, postage meters, phone systems, and videoconferencing units
  - Sets up computers and technology access for Board and staff members
  - Works with users to resolve technology issues, liaising with external service technicians as required
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- Sets up users and provides training and support to Board and staff on various technology programs and systems, including email, BoardBookit, Zoom, Foundant and Microsoft 365
- Administers the grants management system. Using the Foundant platform updates and maintains all aspects of the system. Proactively problem-solves challenges, working with Foundant with the aim of continuous improvement of the functionality and user experience of the system. Provides user and technical support, for all users of Foundant, including applicants
- Creates and maintains a cloud-based document management system through Microsoft 365 and Foundant
- Manages Microsoft 365, including the maintenance of the company's SharePoint system
- Creates and implements a cyber security policy with the assistance of an external technology specialist
- Maintains and updates the Gwaii Trust website and social media with current information during the Communications Officer's absence

*Other related duties as assigned.*

## Qualifications

### *Education, Certification and Experience*

- Grade 12 and/or computer skills and office administration training. A post-secondary certificate or bachelor's degree is preferred
- 2 years of prior experience in an administrative role including experience working with technology systems
- Experience working with members of the public
- Class 5 or 7 driver's license
- Experience with project management is an asset

### *Knowledge, Skills and Abilities*

- Well-developed communication and interpersonal skills
- Well organized and proactive with strong attention to detail, proven time management skills and the ability to adjust priorities as needed
- High level proficiency in MS applications is required
- Ability to trouble-shoot and assist users with software and computer issues
- Strong technical aptitude and ability to learn software programs
- Excellent client service skills. Friendly, positive, responsive, professional and helpful
- Strong writing skills
- Ability to exercise a high degree of professionalism and confidentiality
- Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework
- Committed to Gwaii Trust's vision to advocate and support an Islands community characterized by respect for cultural diversity, the environment, and a sustainable and increasingly self-sufficient economy

## Working Conditions

Work is performed primarily in an office environment based primarily out of Skidegate, with some remote work required during COVID. Occasional travel between Skidegate and Old Massett offices to attend meetings or training is required.

## Salary and Benefits

\$23.10 per hour starting wage. 35 hours a week. Full suite of benefits including paid vacation and sick leave. Employer paid medical, dental, and health spending account. Group retirement plan with employer matching

Please submit a resume and a one-page cover letter via email to Carla Lutner, Chief Operations Officer by October 9, 2020.

Carla Lutner, Chief Operations Officer, Gwaii Trust Society  
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