

Athlii Gwaii Legacy Project Specialist

The Gwaii Trust Society is a non-profit society that owns and manages multi-million-dollar perpetual funds - the Gwaii Trust and Athlii Gwaii Legacy Trust - 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 can be found on our website at www.gwaiitrust.com.

We have offices in two communities on Haida Gwaii: Gaw Tlagée Old Massett and HI Gaagilda Skidegate. We offer excellent total rewards including a competitive salary, defined benefit pension plan and comprehensive benefits including extended health, dental, health spending account, life insurance, short and long-term disability.

To support work life balance, we offer a 35-hour work week, generous vacation and special leave days for personal and cultural matters. We provide support for training and development opportunities and offer an exciting, dynamic work environment.

Salary range: \$73,000 to \$80,000 per year

Position type: Permanent, 35-hours per week

Application deadline: Friday April 25th, 2025 by 11:59 p.m. PST

Position Summary

Under the Gwaii Trust Society, the Athlii Gwaii Legacy (AGL) is looking for a highly motivated, detail oriented professional to support the grant making process. The right candidate has strong writing and interpersonal skills underpinned by an understanding of administrative practices, workflows, and customer service.

The Athlii Gwaii Legacy Project Specialist is the primary point of contact between grantees, applicants, and potential applicants. Reporting to the Executive Director (ED), the Project Specialist manages the entire grant process from the initial application to the closing of the grant, ensuring compliance with Gwaii Trust policy, accounting standards and legal requirements for all grants under their management.



Gaw Tlagée Old Massett
PO Box 588 • Masset BC, V0T 1M0
162 Raven Avenue, Gaw Tlagée
Phone: 250-626-3654

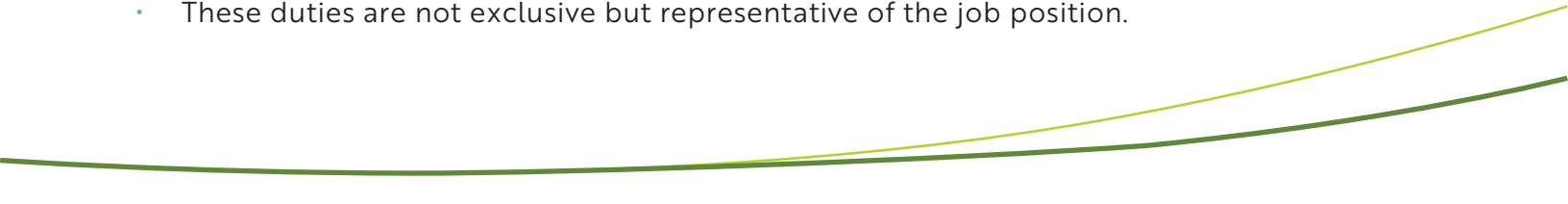
HI Gaagilda Skidegate
PO Box 1257 • Skidegate BC, V0T 1S1
226 Front Street, HI Gaagilda
Phone: 250-559-8883

Duties & Responsibilities

Community relations

- Respond to enquiries regarding AGL grant criteria, deadlines, and other questions to the programs managed.
- Explain grant eligibility and processes and the priorities and policies of the Trust clearly and accurately.
- Provide information during the pre-application phase, guiding potential applicants towards the appropriate AGL grant(s) and providing advice on how to meet application requirements. Offer support with applications, as necessary.
- Act as the point of contact throughout the life cycle of the grant.
- Attend AGL/Gwaii Trust and public events acting as an ambassador by promoting its programs through presentations and staffing of information booths as needed.
- Solicit feedback from applicants and grantees on AGL's grant making and payment processes and bring recommendations for improvements forward to the Executive Director and Board of Directors.

Key duties

- Lead the application review and clarification process with applicants to deliver complete applications to the appropriate Board or committee.
 - Effectively manage the granting cycle through the grant management system processes.
 - Communicate funding decisions to applicants in writing. As needed, provide feedback on funding decision outcomes and conditions in writing or verbally.
 - Prepare grant payments in accordance with funding disbursement policy, bringing any exceptions to policy requests to the ED for approval.
 - Monitor grants to ensure timely submission of grantee reports, claims, and change requests.
 - Lead the review, clarification, and approval of grant payments in accordance with funding disbursement policy.
 - Lead the project decommit process for grants that are past their completion date.
 - Maintain grant file systems.
 - Continuously assess and propose improvements to enhance the efficiency of the Trust's grant making effectiveness.
 - Perform site visits and report the outcomes to the ED.
 - Identify any new risks, challenges, or opportunities.
 - Administers the grants management system. Using specialized software, updates and maintains all aspects of the system. Proactively problem-solving challenges, working with our software provider for continuous improvement of the functionality and user experience of the system.
 - Attend Board meetings as requested.
 - Prepare reports for programs managed for presentation to the Board of Directors as requested.
 - These duties are not exclusive but representative of the job position.
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Skills & Qualifications

Training & Experience

- A bachelor's degree in environmental studies is preferred.
- Class 5 or 7 driver's license and access to a vehicle.
- Experience working with members of the public.
- Experience working with budgets and payment policies.
- Experience working with Alternative Energy projects/environmental services is an asset.
- Experience with project management or grant administration experience is an asset.

Skills & Knowledge

- 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 Microsoft Office applications is required.
- Friendly, positive, responsive, professional, and helpful.
- Ability to interpret and apply policy.
- Strong writing skills.
- Ability to exercise a high degree of professionalism and confidentiality.
- Ability to work independently with minimal daily supervision and within a collaborative team framework.
- Committed to Gwaii Trust's vision.

Working Conditions

Occasional travel between Haida Gwaii communities may be required, so access to a vehicle is required. Additionally, weekend and evening work may be required, so flexibility is a must.

How to Apply

- Review the job description for a complete list of duties, qualifications and competencies.
 - To be considered for the position applicants are requested submit a COVER LETTER and RESUME clearly identifying how they meet the qualifications.
 - Please submit via email to latasha.williams@gwaiitrust.com before the deadline.
 - Only those candidates considered for an interview will be contacted.
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