

Indigenous Employment & Training Coordinator

Securiguard is looking for a motivated Indigenous Employment & Training Coordinator with a passion for diversity and inclusion to help us to build and nurture our relationships with Indigenous communities, promote and facilitate training for new employees and to coordinate and track our stakeholder engagement efforts.

This is a full-time position within our People & Culture Team and is based at our Head Office in the heart of beautiful downtown Vancouver. This position includes a supportive team environment and extended health and dental benefits.

In response to COVID, Securiguard has implemented a number of safety protocols in all its branches and sites of operation.

Who we are?

Securiguard Services has been in the forefront of the asset protection arena for over 45 years by being a leading-edge and innovative security solution provider. That is how we have become one of the largest and most trusted private security organizations in Western Canada. With offices in Vancouver, the Fraser Valley, Victoria, Nanaimo, Kelowna, Terrace, and Edmonton, we employ over 2000 security officers and offer a comprehensive selection of services. Securiguard has proven expertise in deploying security personnel across BC and Alberta in a variety of industries including Government, Corporate, Industrial, to remote areas to work in oil and gas sites (including pipelines) and critical infrastructure projects.

What would you do?

- Build, maintain, and nurture Securiguard's relationships with local Indigenous communities
- Promote Securiguard employment & training opportunities, and assist with arranging Basic Security Training courses
- Provide updates on Securiguard's engagement efforts to the Executive team and clients, and participate in bi-weekly meetings
- Create and prepare reports on employment equity data and outreach efforts using Microsoft Excel.
- Raise awareness and education relating to various aspects of indigenous culture and spirituality
- Be an additional point of contact for Securiguard's Indigenous employees and provide mentorship and guidance on policy and employment matters.
- Provide administrative support in maintaining equity data and completing data audits for client and government equity reporting

What would you bring?

- At least 2 years of previous administrative experience
- Strong excel skills with the ability to create spreadsheets, track information and create reports
- Experience with the Microsoft Office Suite
- Tertiary education in Indigenous studies is an asset.
- Drivers Licence and ability to travel to job fairs, worksites, and local First Nations communities if required.
- Previous Indigenous relations and/or Human Resources experience is an asset.
- Proven team player with the ability to work effectively in cross-functional teams and cross-cultural environments

Securiguard is an equal opportunity employer and we value the diversity of our staff. We are committed to building a facilitative environment of respect, inclusiveness and career growth.

Preference will be given to members of the following Employment Equity Group: Indigenous peoples (First Nations, Metis, Inuit) and we encourage you to self-identify while completing your application.

Please forward your application to Karen Atara, Senior Recruiter at karen@securiguard.com