



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE:	NEEDS ASSESSMENT SURVEYOR
DEPARTMENT:	EDUCATION
SUPERVISOR:	BCCCT TRADES COORDINATOR
TERMS:	TERM (MARCH 2019)
JOB REFERENCE#:	2018 – 100

The purpose of this position is to assist the Working Group, with gathering data from Tk'emlúps te Secwepemc community members for training and education purposes. This position is responsible for gathering and compiling data from a wide variety of sources and being able to extrapolate that data to be understood by the data analyst and the working group.

DUTIES AND RESPONSIBILITIES:

1. Coordinates Community Surveys

- Contact community members to schedule meeting times for needs assessment interviews;
- Assist with community informational and consultation sessions;
- Attend TteS events and set up a survey booth to recruit interview participants and schedule interview times;
- Meet with TteS Band Staff Members to complete surveys; and
- Assist with marketing and promoting of the need's assessment and communication plan

2. Provide Data Compilation

- Gather data from community members, interpret, and report out on to the working group;
- Perform all duties and responsibilities in accordance with the (TteS) policies, standards and procedures; and
- Maintain strict confidentiality on all matters of the Project, and (TteS)

All other related duties as necessary.

POSITION QUALIFICATIONS:

Must be a Tk'emlúps community band member and possess a valid Class 5 or Class 7 Driver's Licence

REQUIRED ABILITIES, KNOWLEDGE AND SKILLS:

- Minimum Grade 12 or Equivalent and 2 years administrative experience or an equivalent combination of education and experience
- Experience in researching, studying and working with First Nations communities
- Experience in effective administrative techniques
- Experience in working independently and in a team orientated collaborative environment

Skills and Abilities

- Strong interview skills and ability to build rapport
- Able to analyze, process and organized gathered information
- Ability to take initiative
- Strong tact and diplomacy
- Proven ability to work unsupervised in community
- Able to reach all levels of community through networking
- Excellent oral and written communication skills
- Must demonstrate exceptional interpersonal skills
- Good coordination, organizational and planning skills
- Familiar with Tk'emlúps Band and Community members

HOURS OF WORK: Normal day shift – 7 hours per day. Non – normal shift will be required.
PAY GRADE: As per wage grid/contract

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

**Deadline for the job posting is extended to January 15th, 2019 applications to be received
 No later than 2:00 p.m.**

**Submit Job Application Form, cover letter, resume, and references
 online: tkemlups.ca, or by email: resume@kib.ca, or by fax: 250.828.9847,
 or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.**

Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. & closed for lunch from 12:00 pm to 1:00 pm

We require each applicant to fill out
 an online [Job Application Form](#), which can be found on the tkemlups.ca website
 Any late submissions or submissions without the [Job Application Form](#)
 WILL NOT be considered.