



## *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:** Community Services Coordinator  
**Department:** Community Services  
**Supervisor:** Community Services Manager  
**Terms:** Full-Time  
**Job Reference #:** 2019-021

#### **PURPOSE OF POSITION:**

The purpose of this position is to perform a variety of essential administrative and executive duties for the Community Services Manager, as well as the Community Services Department. Additionally, this position is the first line of contact for clients and must ensure that the successful management of communication, records, and filing support is achieved daily.

#### **DUTIES AND RESPONSIBILITIES:**

- Assist the Community Services Manager with the planning, coordinating and delivering of health, wellness and social programs and services
- Provide input and recommendations for Community Services Department activities
- Support TteS Membership with health and well being programs and services as directed by the manager; provides service in non-judgmental and culturally sensitive manner
- Prepare various correspondences, transcribes and formats from dictation, hand written notes, letters, memorandums, and other documents
- Prepare presentations and presents information for community meetings, sessions and workshops as needed and as directed by the Community Services Manager
- Work with the Community Services Manager to develop budgets for events, activities, programs and services for the department
- Track the annual Community Services budget with respect to accounts payable, expense/revenue coding, re-classing expenses, and other accounting responsibilities as directed by the Community Services Manager
- Duties such as answering multiple phone lines, forwarding calls to appropriate staff or voicemail, taking accurate messages, and forwarding them by electronic email or voicemail, receiving and screening visitors, resolving routine, and non-routine queries, and referring callers to other staff when appropriate
- Assist the Community Services Manager with supervising department staff as required
- Attend meetings on behalf of TteS as needed and directed by the Community Services Manager
- Signs financial documents (i.e. purchase orders and cheque requisitions) as required
- Notify and updates administration staff of relevant departmental, program or service changes to ensure efficient departmental operations
- Assist Community Services Manager with completing and submitting proposals and annual reports for external funding grants
- Compile, print, and distribute annual Tk'emlúps te Secwépemc reports as directed

- Schedule, attend, and coordinate meetings, teleconferences and video conferences; arranges catering as needed, takes minutes, and provides other assistance as required
- Assist the Elder Worker with coordinating annual Elder's events as required
- Complete travel arrangements for the Community Services Manager and ensures appropriate approvals are in place
- Monitor and orders office supplies as needed and based on budgetary availability
- Ensure technological and telecommunications needs are maintained, resolving computer software and hardware problems with information technology staff as required
- Perform all duties and responsibilities in accordance with the TteS policies, standards, and procedures
- Maintain confidentiality on all matters relating to the affairs of the TteS
- Maintain a list of regular contacts of outside agencies, stakeholders, including government and regular contacts
- In collaboration with the Community Services Manager, organizes the various departmental social functions such as picnics, parties and award ceremonies
- All other related duties as necessary

**QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:**

**Professional Certification, Education, and Experience**

- Must have a bachelor's degree in a related discipline, and a minimum of 3 years of experience with supervising teams
- Experience in planning, developing and managing Health, Social, Wellness programs and services
- Technically competent with various computer software programs such as word-processing and database management applications
- Must pass a Vulnerable Persons Criminal Record Check
- Must possess a Valid Class 5 Driver's Licence with reliable transportation

**SKILLS AND ABILITIES:**

- Understanding and knowledge of Secwepemc culture, customs, traditions, protocols and challenges
- Ability to work in multi-cultural settings
- Ability to effectively prioritize and execute tasks in a high-pressure environment
- Strong background in budgeting, finance and accounting
- Excellent oral and written communication skills
- Strong organizational and planning skills
- Advanced filing and record management skills
- Able to supervise and lead teams within established administrative procedures
- Ability to take initiative
- Strong tact and diplomacy
- Must have strong teamwork, cooperation, service orientation, problem solving, and judgement skills

**Hours of Work:** Normal Day shifts – 7 hours. Non-normal shifts maybe required.

**Pay Grade:** As per current TteS salary grid

Tk'emlúps te Secwépemc thanks all applicants for their interest in our current opportunities. However, only those selected for an interview will be contacted.

**Deadline is Thursday April 18, 2019 to be received by 2:00 PM**

Please submit the **TteS Job Application Form** alongside your Cover Letter, Resume, and References online at <https://tkemlups.ca/how-to-apply/job-application-form/>

Or by email at [resume@kib.ca](mailto:resume@kib.ca), Or by fax, at (250) 828-9847

Or in person, at our Human Resources Office at #210-330 Chief Alex Thomas Way

Office Hours are Monday to Friday, 8:00 AM to 4:00 PM

Closed for Lunch from, 12:00 PM to 1:00 PM

Any late submissions or submissions without the **TteS Job Application Form** will **NOT** be considered.