



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, TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE:	Indigenous Tourism Program Coordinator (Part Time)
DEPARTMENT:	Education Department
SUPERVISOR:	Education Manager
TERMS:	25 Hours per week
JOB REFERENCE:	2019-024

The Indigenous Tourism Program Coordinator will be responsible for overseeing and implementing 17-week Indigenous Tourism Ambassador Program, specific to the Secwepemc language, culture and customs, for unemployed Band and Community Members. The program will run from May 6th to August 30th, 2019.

DUTIES AND RESPONSIBILITIES

- Facilitate student recruitment
- Coordinate with the education training provider to deliver the Indigenous Tourism Ambassador program
- Collaborate with Industry to coordinate work placements
- Work with the Cultural Mentor and Community Knowledge keepers to facilitate language, gatherings, curriculum and cultural activities (be consistent with periods, keep them or delete them please).
- Support students by fostering their self confidence and skills needed to succeed in the program and find employment
- Participate in and contribute to meetings, workshops and training for students and staff
- Performs all duties and responsibilities in accordance with TteS policies, procedures and standards and as directed by the Education Manager. (be consistent with periods, keep them or delete them please).

REQUIRED ABILITIES, KNOWLEDGE AND SKILLS

- Coordinate and implement educational and cultural programs
- Coordinate student or work placements
- Knowledge of Secwepemc culture and traditions
- Able to plan, organize and facilitate traditional activities connected to Curriculum
- Ability to mentor Indigenous students
- Familiarity with the tourism or service sector in a coordinator role
- Strong interpersonal and communications skills
- Ability to multi task and work effectively with deadlines

- Strong relationship building skills with young adults
- Ability to provide cultural perspectives and advice on interactions to youth and adults
- Friendly with and supportive of students, staff, guests and employers in industry
- Ability to successfully pass a Criminal Record Check (Vulnerable Section)
- Demonstrated practice of confidentiality
- Travel as required

POSITION QUALIFICATIONS:

EDUCATION/TRAINING/CERTIFICATION

- Ideally, the Program Coordinator will have a bachelor's degree in education, tourism or business administration, or a related field. Equivalent levels of education and experience will be considered.
- Proficiency with budget management
- Have and maintain a Valid BC Driver's license and have access to a reliable vehicle.
- Preferable to have a Class 4 Drivers License

ASSETS

- TteS Band member or Indigenous with required qualifications
- Project or Education Program management experience
- Advanced computer skills

HOURS OF WORK: 25 hours per week. Will vary depending on training schedules. Non- normal shift may be required.

PAY GRADE: Per current salary grid.

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 April 24, 2019 to be received no later than 2:00 p.m.

**Please submit Job Application form, cover letter, resume, and references
online: tkemlups.ca; email: resume@kib.ca; 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.
Please note the office is closed from 12:00 noon to 1:00 p.m.**