



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: PROJECT LEAD – SEASONS OF CHANGE
DEPARTMENT: CORPORATE
SUPERVISOR: CORPORATE PROJECT COORDINATOR
TERMS: TEMPORARY TERM POSITION – MAY 31, 2020
JOB REFERENCE#: 2019-025

This full-time term position is responsible for developing and coordinating an Indigenous woman in leadership project. The project will provide knowledge and skill enhancement opportunities for Indigenous women to increase their ability to take on leadership roles in Tk'emlúps te Secwépemc, British Columbia. The Project Lead will work with Indigenous women to identify community issues affecting them and their families, expand community understanding of issues, and identify solutions. Indigenous women will participate in leadership development workshops, experiential learning and train the trainer sessions. The project will culminate in an Indigenous women's gathering on International Women's Day in 2020, in partnership with other First Nations organizations and agencies across the region. This position is externally funded.

DUTIES AND RESPONSIBILITIES:

The Project Lead is responsible for ensuring the overall purpose, goals and objectives of the project are completed within project timelines and budgets. The successful candidate will coordinate, oversee and document all aspects of the project.

- Tracks the project plan and reports any variances.
- Monitors project expenditures, manages budget variances.
- Seeks additional project funding and donations.
- Coordinates and organizes all key activities and ensures all project milestones are met.
- Coordinates and performs all office administrative activities.
- Coordinates facilitators, travel and accommodation.
- Directs volunteers and works cooperatively with TteS staff as required.
- Manages all project communication requirements and responds to project inquiries.
- Completes all internal and external project reporting, as required.
- Plans and attends required meetings, including Advisory Council meetings.
- Works cooperatively with internal and external stakeholders and project volunteers.
- Maintains confidentiality on all project related matters.

POSITION QUALIFICATIONS:

- The Project Lead must be able to commit to the three-year term.
- In addition, must have a demonstrated ability to work with a variety of internal and external stakeholders, including, coordinating a series of gatherings with a vast number of participants.

Professional Certification, Education and Experience

- A degree in Business Administration or related discipline or 3-5 years' work experience in a similar work environment or an equivalent combination of education, training and/or experience.
- Previous experience in project delivery.
- Must pass Criminal Record Check.

Skills and Abilities:

- Demonstrated experience and ability building and maintaining cooperative and productive relationships and effectively liaising with internal and external stakeholders.
- Ability to recruit and work with internal and external facilitators and resources for workshop development and delivery as well as event coordination.
- Must be able to develop and/or maintain a participant recruitment strategy and communication network
- Working knowledge of program delivery (I would delete this from here).
- Demonstrated ability to multitask; coordinate and manage concurrent activities.
- Excellent written and oral communication skills.
- Ability to establish communication mechanisms to ensure staff, colleagues and stakeholders are regularly informed.
- Advanced computer skills, specifically with Microsoft suite of products.
- Strong analytical, organizational, coordination and planning skills.
- Ability to research, collect and verify data and prepare associated reports and other documents.
- Proven expertise in establishing project priorities and ability to meet deadlines.
- Self-motivated and able to work independently
- Strong work ethic, tact and diplomacy.
- Teamwork and cooperation, service orientation, problem solving and sound judgment skills.
- Ability to work in multi-cultural settings.

HOURS OF WORK: Normal day shift – 7 hours per day. Non – normal shift may be required.

PAY GRADE: As 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 30, 2019 to be received by 2:00 p.m.

Submit Job Application Form, cover letter, resume, and references

online: <https://tkemlups.ca/current-openings/> , 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 12:00pm to 1:00pm

We require each applicant to fill out an online <https://tkemlups.ca/how-to-apply/job-application-form/> which can be found on the tkemlups.ca website