



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: Cultural Experience Research Project Coordinator
DEPARTMENT: Language and Culture Department
SUPERVISOR: Secwepemc Museum and Heritage Park Administrator
TERMS: Full Time Term Position Feb 3-April 15, 2020 (11 weeks)
Reference #: 2020 - 005

PURPOSE OF POSITION:

The purpose of this position is to work in collaboration with the Secwepemc Museum and Heritage Park team and the Language and Culture Manager. The Cultural Experience Research Project Coordinator will host a conference and several focus groups for the purpose of developing a 5-year strategic plan that will give visitors to the Secwepemc Museum and Heritage Park an authentic and interactive experience of our language, history and culture. We hope to increase peoples understanding and appreciation of our culture, build a strong economy, strengthen our relationships with other communities, and help develop our peoples pride in their history and lifestyle. We hope that band members may become interested in becoming employed in the cultural tourism sector

DUTIES AND RESPONSIBILITIES:

Coordinate a conference and focus groups for the purpose of developing a 5-year strategic cultural experience plan for the Secwepemc Museum and Heritage Park (95%).

- Establishes a Community Advisory Working Group and works in collaboration with the Language and Culture Manager and Secwepemc Museum and Heritage Park Team
- Develops and distributes a community cultural experience survey
- Coordinate a Cultural Experience Conference
- Conduct Focus Group Meetings to develop a 5-year Cultural Experience Strategic Plan
- Conduct all administrative & logistics preparations for conference and focus groups
- Conduct community-based research and prepare drafts of the 5-year Cultural Experience Strategic Plan;
- Provide updates at our weekly SMHP staff meetings;
- Interviewing Elders and/or Traditional Knowledge Keepers in other communities may be required;
- All other duties related to the role, or as assigned by the Language and Culture Manager and/or SMHP Administrator
- Forwards applicable invoices and receipts to accounts receivable department.
- Develops 5-year Cultural Experience Strategic Plan from information gathered and provides weekly updates

- Responds to correspondence and messages
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of the TteS.

2. 5% Other related duties as necessary.

QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:

Professional Certification, Education and Experience

A minimum of 1-year administrative experience, staff supervision experience.

Experience/training in keyboarding (40 words per minute keyboarding speed), word processing, spreadsheet, the Internet, databases and other standard computer applications.

- Proven experience in conducting research, particularly in Secwepemc language, history or culture will be given priority
- Proven experience in conducting interview with indigenous people
- Proven experience in writing reports
- Proven experience in coordinating special events or programs

Skills and Abilities

- Strong tact and diplomacy and ability to deal with clients.
- Excellent organizational and planning skills.
- Knowledge of Secwepemc Language, History and Culture.
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Ability to work in a multi-cultural setting.
- Flexible, committed and enthusiastic.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts maybe required.

PAY GRADE: As per current TteS wage grid.

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

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is January 30, 2020 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/job-application-form/>, 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 application form which can be found at: <https://tkemlups.ca/job-application-form/>

Any late submissions or submissions without the job application form will not be considered.