



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: Stsmemelt Community Coordinator
DEPARTMENT: Community Services
SUPERVISOR: Community Services Manager
TERMS: 5 Month Term
JOB REFERENCE#: 2020-077

Job Purpose:

The **Stsmemelt Technical Working Group** (STWG) co-developed a community-based **Community Coordinator** position dedicated to ensuring the implementation and realization of the Secwépemc Nation Memorandum of Understanding (MOU), signed in July & October 2018. STWG consists of Chief and Council appointed community designates (via Band Council Resolution), in consultation with the Stsmemelt Director, Shuswap Nation Tribal Council (SNTC).

In support of this, Tk'emlúps te Secwépemc is looking to fill this role for initially a 5-month term.

The Stsmemelt Community Coordinator position duties will include:

- Participate in Strategic planning at the STWG & Tripartite Working Group tables;
- Establish a Community Advisory Working Group & conduct Community Engagement Meetings for MOU purposes (i.e. Community-Driven process);
- Conduct all administrative & logistics preparations for Community Engagements;
- Conduct community-based research for capacity development & prevention services, and prepare drafts of the Secwépemc Nation Jurisdiction protocols;
- Monthly communications/reporting to Chief and Council & community members as required;
- Coordinating and facilitating any required community engagements;
- Participating in any training as required;
- Travelling and participating in the STWG tri-partite working group meetings;
- All other duties related to the role, or as assigned by Chief and Council.

QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:

Professional Certification, Education and Experience

A degree or diploma in Social work, with 3-5 years' experience, or an equivalent combination of education and experience is required;

Must have experience working with Indigenous communities;

Must be able to successfully pass a criminal record check;

Must have a class 5 driver's license and reliable transportation;

Must be able to work flexible hours from time to time to travel to outside locations and attend events outside of normal office hours.

HOURS OF WORK: Normal day shift – 7 hours per day. Non – normal shifts will be required from time to time.

PAY GRADE: As per 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 December 1, 2020 by 2:00pm

Only applicants who submit Job Application Form, cover letter, resume, and references will be accepted

Submit 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.