



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: STUDENT/YOUTH PRACTICUM COORDINATOR
DEPARTMENT: EDUCATION DEPARTMENT
SUPERVISOR: TRADES AND TRAINING PROGRAM COORDINATOR
TERMS: 15-21 Hours per week – Term Position (April 2021 to July 2022)
REFERENCE #: 2021-042

PURPOSE OF POSITION:

The Student/Youth Practicum Coordinator will work with the TRU Sustainable Ranching and Food Sovereignty Training education team, the TteS education team and other departments to implement the program. This is a term position and will end July 2022.

DUTIES AND RESPONSIBILITIES:

- Facilitate youth/student recruitment and screening
- Coordinate youth/student workshops and horticulture training
- Collaborate with TteS departments to coordinate work projects in the community
- Work with the Cultural Mentor and Community Resource people to facilitate cultural activities
- Support students by fostering their self-confidence and skills needed to succeed in the program
- Developing monthly progress reports and horticulture workshops
- Provide tutor support for TRU students
- Participate in and contribute to meetings, workshops and training for students
- Perform all duties and responsibilities in accordance with TteS policies, procedures and standards
- Coordinate and implement educational and cultural programs
- Coordinate student or work placement
- Friendly and supportive of students, staff, and employers in industry

Professional Certification, Education and Experience:

- Knowledge of Secwepemc culture, language, protocols, practices and traditions
- Experience working with students/youth in an educational setting with student supports ie tutoring
- Ranching and horticulture training and experience required
- For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes and passes a criminal record check-vulnerable section

- Post-Secondary Education in Business Administration, Horticulture, Environmental or Natural Resources. Preferred experience working outdoors in a ranching or horticulture position, preferably with supervisory experience leading a team or crew.

Skills and Abilities:

- Able to plan, organize and facilitate traditional activities
- Ability to mentor Indigenous students
- Ability to multitask and work effectively with deadlines
- Ability to provide cultural perspectives and advice on interactions to youth and adults
- Strong relationship building skills with young adults and students
- Good oral and written communication skills
- Strong organizational
- Must be able to multitask and handle a variety of job duties
- Experience working in an educational work setting with a team
- Ability to take initiative and work within strict timelines
- Tactful and diplomatic
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills
- Must have excellent work attendance and ability to work overtime to provide necessary program supports outside of regular work hours.

Assets:

- TteS band member or First Nations
- Project or Education Program experience
- Class 4 Drivers license

HOURS OF WORK: 14-21 hours per week, dependent on external funding. Will vary depending on training schedules. Non- normal shift may be 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 April 21, 2021 by 2:00pm

Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment>, 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/employment/>

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