



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: (Repost)Cultural Coordinator
DEPARTMENT: Education Department
SUPERVISOR: Education Manager & Trades and Training Supervisor
TERMS: Full-time
REFERENCE #: 2021-043

PURPOSE OF POSITION:

The Cultural Coordinator will work with the trades and training program team and students to support all programs. The Cultural Coordinator will encourage and provide guidance, support and cultural mentorship to participants in the trades and training programs. This position will celebrate student success and promote self-esteem and self-determination by being a positive role model to participants. The Cultural Coordinator will arrange participant supports as required, to ensure participant success and retention.

DUTIES AND RESPONSIBILITIES:

- 1. Works collaboratively with the Trades and Training Coordinator and provides support to the students enrolled in Trades & Training programs (90%).**
 - Assist with student recruitment and in take interviews.
 - Support and assist with implementing educational and cultural programs.
 - Support students and collaborate with Industry to support students in work placements.
 - Coordinate with the education training provider to deliver cultural supports and trades and training at TteS.
 - Work with the Education Team, Community Knowledge keepers and cultural resource people to facilitate language, gatherings, curriculum, student team building activities, workshops, completion ceremonies and cultural activities.
 - Coordinate and deliver student success workshops and assist with student tutoring needs.
 - Support students by fostering their self-confidence and skills needed to succeed in the program and find employment.
 - Establish and maintain excellent rapport with students, and as needed, refer them for academic, personal or employment counselling.
 - Impart tradition, knowledge, culture, values and lessons using orality and role modeling traditional practices.
 - Sharing cultural knowledge to assist students with growing as strong people, open to developing their knowledge and skills, and pride in their ancestry.
 - Work with elders and cultural resource people to facilitate workshops, gatherings and ceremonies.

- Participate in and contribute to meetings, workshops and training for students and staff.
- Work with TteS departments, industry and employers to coordinate community work projects and work practicums.
- Performs all duties and responsibilities in accordance with TteS policies, procedures and standards and as directed by the Education Manager.
- Travel as required and transportation of students for educational or training activities.

2. Other related duties as required. (10%)

- Document and complete reports for student support, funding and program development.
- Attend meetings in place of the Trades and Training Coordinator to represent TteS as needed and directly by the Education Manager.
- Document student support expenditures and ensure to stay within approved budgets; report any over expenditures to Education Manager.
- Purchase student support materials and supplies.

Professional Certification, Education and Experience:

Professional Certification

- Valid BC Driver's License with a Class 4 (or willingness to obtain) and access to insured and reliable transportation.
- Valid first aid certificate, or willingness to obtain.

Education and Experience:

- Diploma in Business Administration, Education, Career Counseling, or other relevant diploma with preference given to applicants with a bachelor's degree.
- 1-3 years' experience working with students in one or more of these areas: culture, language, education, life skill coaching, employment readiness, student assessment and First Nations mentorship.
- Knowledge of Secwepemc culture, language, protocols, practices, and traditions
- Experience with academic tutoring, prior learning assessments and student supports.
- Equivalent combination of education, training, and supervisory experience.
- Proven history or employment in a cultural support capacity.
- Proven Education and Training program support experience.

Skills and Abilities:

- Intermediate computer skills.
- Ability to mentor Indigenous students and education/experience in student advising, counselling or psychology.
- Strong interpersonal and communications skills and previous experience working with students.
- Ability to multitask 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; able to plan, organize and facilitate student and traditional activities connected to Curriculum.
- Demonstrated practice of confidentiality.
- Friendly with and supportive of students, staff, guests, and employers in industry.
- Ability to lead activities, chair meetings and deliver student success workshops.
- Strong written and communication skills with report writing skills.

Special Requirements

- Must have excellent work attendance and ability to work overtime to provide necessary program supports outside of regular work hours.
- 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.

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 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.