



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: Community Services Coordinator
DEPARTMENT: Community Services Division
SUPERVISOR: Community Services Manager
TERMS: Full-Time, Permanent
REFERENCE #: 2022-106

PURPOSE OF POSITION:

The purpose of this position is to perform a variety of essential administrative and executive duties for the Social Development Manager, as well as the Community Services Department. Additionally, this position is the first line of contact for clients and must ensure that the successful management of communication, records and filing support is achieved daily.

DUTIES AND RESPONSIBILITIES:

- **Provides professional administrative and clerical support in accordance with the approved practices, policies, budgets, standards, and guidelines. (70%)**
- Prepares various correspondences, transcribes, and formats from dictation, handwritten notes, letters, memorandums, and other documents.
- Prepares presentations using programs such as Power Point for meetings as directed by the Community Services Manager
- Duties such as answering multiple phone lines, forwarding calls to appropriate staff or voicemail, taking accurate messages, and forwarding same by electronic email or voicemail, receiving, and screening visitors, resolving routine and non-routine queries, and referring callers to other staff when appropriate.
- Maintains a list of regular contacts of outside agencies, stakeholders including government and regular contacts.
- Assists the Community Services Manager to draft the annual departmental budgets
- Completes bi-weekly staff payroll
- Understands and completes budgeting, coding and finance procedures for purchase orders and cheque requisitions, including filing and documenting.
- Signs financial documents (i.e., purchase orders and cheque requisitions) as required
- Provides backfill for Community Services Manager and staff, as authorized by the Community Services Manager
- Notifies administration staff whenever there are changes so staff contact lists can be updated.
- Assists Community Services Manager to compose proposals and annual reports for other outside agencies
- Compiles, prints, and distributes Annual Tk'emlúps Indian Band reports as directed.
- Schedules, attends, and coordinates meetings, teleconferences, and video conferences; arranges catering as needed, takes minutes and provides other assistance as required.

- Assists Elder Worker to coordinate annual Elder's trips, lunches and events as required
- Tracks the annual Community Services Department budget with respect to accounts payable, expense/revenue coding, re-classing expenses, and other accounting responsibilities as directed by the Community Services Manager.
- Makes travel arrangements for the Community Services Manager and ensures appropriate approvals are in place.
- Monitors and orders office supplies as needed and based on budgetary availability
- Ensures technological and telecommunications needs are maintained, resolving computer software and hardware problems with information technology staff as required.
- 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.

- **30% Other related duties as necessary.**

- Assists with the various departmental social functions such as picnics, parties at the direction of the Community Services Manager.

Professional Certification, Education and Experience:

A bachelor's degree in public/business administration and/or a combination of a Diploma in Business Administration and 3-5 years of experience in supervising and accounting, or an equivalent combination of education and/or training and experience.

Experience/training in keyboarding, Microsoft office Suite, the Internet, databases, and other standard computer applications

Must possess a minimum of 50 words per minute keyboarding speed.

Must pass Child Care Criminal Record Check/Vulnerable Record Check

Must possess a valid class 5 Driver's License and have own reliable transportation.

Skills and Abilities:

- Excellent professional oral and written communication skills.
- Strong organizational and planning skills.
- Advanced filing and organizational skills.
- Proven ability to execute advanced office procedures and practices.
- Ability to take initiative.
- Strong tact and diplomacy.
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Ability to work in multi-cultural settings.

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 August 30, 2022 by 2:00pm

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

online: <https://tkemlups.ca/employment/job-application-form/>, by email, resume@ttes.ca

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/job-application-form/>

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