



# Shuswap Nation Tribal Council

## Stsmémelt Manager

Internal/External Posting



The Shuswap Nation Tribal Council, also known as the SNTC, was formed in 1980 as an effort of the Secwépemc chiefs to advance the issues of aboriginal rights. We are looking for a Stsmémelt Director to carry out administrative tasks related to the Stsmémelt in a friendly, courteous, and helpful manner.

### The Position:

The Shuswap Nation Tribal Council is looking for a dynamic individual for the position of Stsmémelt Manager. This is a one-year term position with the possibility of an extension subject to available annual funding. The Manager will provide administrative support to the Intergovernmental Political Manager, when requested, in the management and implementation of a Nation based strategy to assert and exercise jurisdiction over Children and Families in a culturally sensitive manner.

### Relevant Knowledge and Abilities

- Ability to develop and manage project work plans and budget that support the goals and service deliverables of the Stsmémelt including operational and transition agreements and in accordance to the Tripartite MOU
- Work with the Provincial and Federal government representatives to implement goals and objectives of Stsmémelt
- Ability to work collaboratively with other First Nation Child and Family Service Agencies in all aspects of the project
- Experience writing technical briefing notes, and reports
- Ability to facilitate and present project plans at meetings and related activities when needed

### Requirements and Qualifications:

- Bachelor of Social Work and or Business Administration Degree
- Two-year project management or equivalent
- Knowledge of First Nations policy issues, Secwepemc culture, traditions, child welfare legislation, regulations, and policies
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.
- Experience in program planning, development, and management of events
- Previous successful experience in funding and or grant applications
- Must obtain a valid class 5 driver's license and reliable transportation
- Ability and willingness to travel

In accordance with the SNTC Human Resource Policy, first priority will be to hire qualified persons of Secwepemc ancestry. Pursuant to Aboriginal Employment Preferences Policy within the Canadian Human Rights Act, preference may be given to applicants of Aboriginal ancestry.

If you are interested in a career like this with a great organization, please submit your resume, cover letter, and references (saved as one Word document) referencing **STSMÉMELT** in the email subject line, by email to [execassist@shuswapnation.org](mailto:execassist@shuswapnation.org). The Shuswap Nation Tribal Council thanks all applicants for their interest, however only those selected for an interview will be contacted.