



POSITION TITLE: Community Initiatives Coordinator

TERM: Full Time, 24 Month Contract

SUPERVISOR: Executive Director

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Skeetchestn, Tk'emlúps te Secwépemc, Simpcw, and Whispering Pines/Clinton and First Nations families who reside in Kamloops and the surrounding areas up to and including Chase, Logan Lake and Savona.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework.



Job Summary

SCFSA believes that community connections and culturally appropriate family centered delivery of services are paramount to creating and enhancing a healing culture for our communities.

The Community Initiatives Coordinator is responsible for:

- Working with communities to plan and implement surplus spending over the 2024-2025, 2025-2026 fiscal years.
- Overseeing and assisting with required bimonthly reporting to ensure continuous funding and compliance with contract criteria
- Ensuring contractual requirements are met including obtaining Band Council Resolution (BCR) approvals
- Managing and administering current contracts and ensuring funding parameters are met through bimonthly reporting
- Managing payment of disbursements as required in community contracts
- Monitoring, documenting, and identifying progress and completion of contract deliverables
- Preparing relevant background papers and information for meetings



- Participating in community and agency meetings as requested
- Other duties as assigned or required.

Qualifications

Education:

- Post Secondary business diploma or degree
- Five years related experience
- Equivalent combination of education and experience will be considered

Competencies:

The Community Initiatives Coordinator should be competent in some or all of the following:

- **Communicates Effectively** - Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- **Optimizes Work Process** – Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
- **Action Oriented** - Taking on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm.
- **Manages Complexity** - Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.
- **Research and Policy Development** – An understanding of developing legislation, policy, and programs. The use of appropriate and creative methodology to design and manage a research project.
- **Financial Acumen** - Interpreting and applying understanding of key financial indicators to make better business decisions.
- **Applying Ethical Standards** - Ethical and responsible service delivery.
- **Collaborates** – Building partnerships and working collaboratively with others to meet shared objectives.

Skills and Abilities:

- Prioritize work assignments to balance multiple demands
 - Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media platforms
 - Ability to manage, plan, and implement projects, establish project boundaries, and evaluate project success
 - Superior Oral, written, interpersonal, and communication skills
 - Must have strong administrative and organizational skills and attention to detail
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- Exceptional group facilitation, negotiation, and conflict resolution skills
- Recognizes and respects all cultural diversity and has knowledge of Indigenous Culture and communities
- Competent understanding of financial documents and contracts.

Experience:

- Experience working within Indigenous communities
- Superior financial knowledge and skills:
- Proven project management experience

Working Conditions:

- Work will primarily be done within the seven Secwepemc communities served
- Travel will be expected on a regular basis
- Will require hybrid work
- Will be required to work some non-standard hours

Conditions of Employment:

- Must be able to obtain a satisfactory Criminal Record Check
- Must possess or be able to obtain and maintain a Class 5 BC Driver's License

Directly Supervises:

- None

Pay Grade:

- Salary range \$83,071.72 to \$94,752.42
- Salary is negotiable based on experience and skills
- Complete extended health benefit package
- An eligibility list may be created



Secwépemc
Child & Family Services Agency

SUBMIT COVER LETTER, RESUME, AND THREE REFERENCES

By April 19, 2024 at 12pm

153 Kootenay Way, Kamloops, BC V2H 0E6

hr@secwepemcfamilies.org

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.