



POSITION TITLE: Community Engagement Coordinator

TERM: Full Time/ Temporary Post-Secondary Student Position (16 WEEK ABORIGINAL SKILLS EMPLOYMENT AND TRAINING STRATEGY PROGRAM – ASETS)

SUPERVISOR: Director of Research and Policy Development

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, Simpcw, Skeetchestn, Tk'emlúps te Secwépemc, and Whispering Pines/Clinton and who reside in Kamloops.

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.



Working under the guidance of the Director of Research and Policy Development, the successful candidates will gain practical community outreach and administrative experience and play a key role in providing administrative support to the Research and Policy Development Team.

ASETS receives funds from Human Resources & Skills Development Canada (HRSDC) to provide training and employment opportunities to Aboriginal people within the Central Interior of British Columbia.

A referral must be completed with an Employment Counsellor at the Aboriginal Training and Employment Centre (ATEC) located at:

- 144 Briar Ave, Kamloops, BC V2B 1C1
Phone number: (250) 554-4556

An interview with an Employment Counsellor at ATEC must be completed prior to applying for this position to determine if you meet the eligibility requirements for the position.

Job Summary

The Community engagement Coordinator will support with communications, collaboration, and planning for the seven First Nations communities served by the Agency by developing and

Main Office:

153 Kootenay Way, Kamloops, BC V2H 0E6
Ph: 250-314-9669 Fax: 250-314-9609

Youth Office:

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supporting local community engagement activities as part of a team. In addition, this role requires that engagement functions and resources are effectively integrated, organized and leveraged to meet strategic and operational needs within the Secwépemc Nation. The Community Engagement Coordinator supports the relationships by acting as the liaison for both internal and external partners while building and fostering professional relationships in a culturally sensitive way.

Qualifications

Education and Experience

- Must be enrolled in a post secondary BA program.
- Comfort with facilitation.
- Comfortable working with and supporting senior and executive level management.
- Experience and knowledge of Secwépemc communities.
- Experience working with Indigenous communities.

Skills and Abilities

- Prioritize work assignments to balance multiple demands;
- Exceptional group facilitation, negotiation and conflict resolution skills;
- Superior oral, written, interpersonal and communication skills;
- Strong administrative and organizational skills;
- Ability to manage, plan and implement projects boundaries, and evaluate project success;
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms;
- Excellent research and reporting skills;
- Recognizes and respects all cultural diversity and has an understanding of Indigenous cultures.

Working Conditions

- Travel to multiple locations will be required.

Conditions of Employment

- Must be able to obtain and maintain a Criminal Records Check.
- Must be able to obtain and maintain a valid BC Driver's Licence.

Directly Supervises

- None

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Pay Grade

- Starting wage is \$30.00 per hour.

SUBMIT COVER LETTER and RESUME

Human Resources Department

Posted until June 7th, 2024 @ 12:00 pm

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.

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