

# Employment Opportunity



## S.A.Y. Lands Office

**Position Title: Cultural & Programs Coordinator**

**Position Location: Chilliwack, BC**

**Salary Range: Level 3 \$19.96- \$27.02 dependant on experience & education**

**Work Term: Full Time Position**

### **Position Overview**

The Programs Coordinator is responsible for the coordination, planning, scheduling, marketing, and delivery of cultural, community, and wellness activities for the community. This position seeks input from members of the community on project and program needs. This role works creates newsletters to provide updates and request feedback and participation in programs.

### **Responsibilities and Duties:**

- Conduct bi-monthly mental health, wellness, and supplies check with community members to ensure their wellbeing.
- Develop programming for children, youth, and elders including, outings, supervised play, community support, community hampers, wellness, and culturally specific programs.
- Assists with the delivery of language and cultural programming.
- Recording and documenting community histories, elder oral history
- Assisting with the archiving documents and digitizing recordings
- Consult with the community for input on community projects and programs.
- Source and schedule people/facilitators to run programs and instructors for cultural or other specific programs.
- Coordinate with Stó:lo Nation Health Program, which includes immunization, pre, and post-natal, diabetes care, heart health, etc.
- Administrative duties: Filing, photocopying, phone calls, organization, etc.
- Create and develop forms, pamphlets, educational materials, and annual reports.
- Develop flyers and newsletter for community events and programs.
- Establishes a welcoming, safe environment for all participants and ensures quality programming is delivered
- Communicate with members regarding programs availability to provide updates and to encourage participation.
- Performs other job related duties as directed.

### **Knowledge, Skills, and Abilities**

- Knowledge, respect and understanding of Stó: lō culture, traditions and language is considered an asset
- Ability to multi-task and coordinate a variety of programs and events.
- The ability to work independently with minimal supervision and collaboratively within a team.
- Ability to engage with the community and members in a constructive and respectful manner.
- Excellent interpersonal and communication skills
- The ability to multi-task, prioritize, organize work to meet deadlines.
- Well organized and proactive with strong time management skills.
- Demonstrated ability to handle confidential information.
- Intermediate knowledge of MS Word, Excel, PowerPoint, Outlook
- Experience using Adobe, Adobe Pro Editor, Google Docs, Canva, Zoom, Survey Monkey, MailChimp, Mural, and other application software.

### **Training, Education, Certification and Experience**

- Minimum two (2) years' experience in an office or administrative role working with First Nation communities or equivalent experience.
- Satisfactory Criminal Record and Vulnerable Sector Check.
- Valid First Aid and CPR certificate
- Food Safe certificate
- Valid B.C. Class 5 Driver's license.

### **Working Conditions:**

- Shared office space.
- Interacting with community members to create engagement.
- Hands-on delivery of programs with children, youth, and elders.
- Travel may be required to locations where off-reserve members live.

***Terms of Employment:***

- Employee signs a standard form contract of employment.
  - To ensure the health and safety of all employees and members of the community we have adopted a mandatory vaccination policy
  - If no exemption applies, deductions will be made at source according to law.
  - If applicable, employer contributions will be made at prescribed rates to CPP, EI, WCB and vacation pay.
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While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Preference may be given to candidates of Indigenous ancestry **s16(1) CHRA.**

and have knowledge of local First Nations traditional customs and practices.

**HOW TO APPLY**

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to [careers@jouta.com](mailto:careers@jouta.com). Position open until filled.