



Shuswap Nation Tribal Council

Stsmémelt Coordinator

Internal/External Posting



The Shuswap Nation Tribal Council, also known as the SNTC, was formed in 1980 as an effort of the Secwepemc chiefs to advance the issues of aboriginal rights. We are looking for a Stsmémelt Coordinator to support the Nation based strategy work related to Stsmémelt in a friendly, courteous, and helpful manner. Stsmémelt (children) is a community driven nation-based approach to regain full jurisdiction of Secwépemc children.

The Position:

The Shuswap Nation Tribal Council is looking for a dynamic individual for the position of Stsmémelt Coordinator. The Stsmémelt Coordinator will provide support to the Stsmémelt Manager to assert and exercise Nation based jurisdiction over Child and Families in a culturally sensitive manner.

Relevant Knowledge and Abilities

- Support the Stsmémelt Manager in the implementation of a Nation based strategy to assert and exercise jurisdiction over Children and Families
- Ability to facilitate, engage and present at technical, leadership, and community level
- Strong aptitude for verbal and written communication
- Ability to work collaboratively with the Stsmémelt Team
- Demonstrate ability to multi-task, manage time, set priorities, and meet deadlines.
- Coordinate all logistics and arrangements relating to meetings, agendas, meeting invitations, venues, and travel
- Provide Administrative support as needed: Update and maintain Stsmémelt chronology, brochures, contracts, and invoices
- Assist with conducting community engagement, assemble, and prepare reports and documents
- Work directly and collaborate with Stsmémelt community coordinators

Requirements and Qualifications:

- Completion of grade 12. Post secondary or equivalent *Human Service/BSW an asset
- Minimum of two years experience in an office environment, or equivalent
- Strong writing, minute-taking, editing and proof-reading skills essential
- Understanding of Secwepemc culture, history, and traditions an asset.
- Willingness and ability to travel
- Proven ability to prioritize workflow within timeline.
- Detail oriented and efficient
- Strong computer literacy, including intermediate to expert skills in Microsoft Office: Word, Excel, Outlook, Power Point, Online meetings, and Access Database.
- Operation of basic office equipment.
- Previous work experience in a First Nations environment is an asset.
- Possess a valid B.C driver's license and reliable vehicle.
- Willing to submit to a Criminal Records Check.

In accordance with the SNTC Human Resource Policy, the first priority will be to hire qualified persons of Secwepemc ancestry. Pursuant to section 41 of the BC Human Rights Code, 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 **governanceadmnassist@shuswapnation.org** by **November 4, 2020**. The Shuswap Tribal Nation Council thanks all applicants for their interest, however only those selected for an interview will be contacted.