



# **Shuswap Nation Tribal Council**

## **Elders and Youth Council Coordinator**

### **Term Position**

### **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 an Elders and Youth Council Coordinator to carry out the initiatives of the Secwepemc Elders Council and Secwepemc Youth Council tasks with a friendly, courteous, and helpful manner.

#### **The Position:**

The Shuswap Nation Tribal Council is looking for a dynamic individual for the position of Elders and Youth Council Coordinator. The coordinator will provide support to the SNTC Governance team in the coordination of the Councils and other deliverables of the Secwepemc Nation Governance Initiative. This position is a full-time term position ending March 31<sup>st</sup>, 2023.

#### **Relevant Knowledge and Abilities**

- Experience in planning and organizing meetings
- Experience and knowledge using social media platforms to promote and communicate initiatives
- Ability to create posters and use other communication tools to promote initiatives
- Ability to take minutes and report on meeting outcomes
- Ability to write a monthly newsletter that communicates updates and progress to Nation
- Understanding of the Councils history, its goals, and its achievements

#### **Requirements and Qualifications:**

- High school Diploma or equivalent experience and training
- Enthusiastic, professional, and committed
- Excellent verbal and written communication skills
- Excellent computer skills and demonstrated ability in using Microsoft Office Suite
- Strong organizational skills
- Knowledge of Secwepemc protocol, customs, and culture
- Valid Driver's Licence with reliable transportation
- Must be willing to obtain an acceptable criminal record 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 Elders and Youth Council Coordinator in the email subject line, by email to [sntcadmn@shuswapnation.org](mailto:sntcadmn@shuswapnation.org) by noon **November 18, 2022**. The Shuswap Tribal Nation Council thanks all applicants for their interest, however only those selected for an interview will be contacted.