

Shuswap Nation Tribal Council

JOB POSTING

Position: Operations Coordinator

Internal and External Posting

SNTC Wage Level: 21-7

POSITION PROFILE:

The Operations Coordinator is responsible for assisting the Director of Fisheries and other staff in coordinating the operational development of the Secwèpemc Fisheries Commission (SFC) including project planning, delivery, and administration. The position will assist with the coordination of strategic planning processes, providing communications and capacity-building support, and providing general operational coordination to SFC's daily business activities.

QUALIFICATIONS:

1. Post-secondary education in a related field is preferred;
2. Relevant courses/certificates in subjects such as project planning and coordination, business communications, and information management are assets;
3. Two to three years of work experience in a similar role is preferred;
4. Strong interpersonal communication abilities;
5. Exceptional organizational, planning, and multi-tasking skills;
6. Excellent analytical and problem-solving abilities;
7. High degree of computer proficiency with different programs such as Microsoft Office;
8. Experience with meeting preparation and summary minute-taking preferred;
9. Experience working with First Nations organizations and liaising with government agencies an asset;
10. Basic understanding of the Secwèpemc people's culture, history, and traditions is an asset;
11. General knowledge of Secwèpemc fisheries programs is an asset;
12. Ability to travel and work flexible hours if required; and,
13. Valid driver's license and reliable transportation to work.

STANDARDS OF SERVICE

1. Performs all duties and responsibilities in accordance with the Shuswap Nation Tribal Council policies, standards, and procedures, and as directed by the Director of Fisheries.
2. Maintains confidentiality of professionally acquired information.
3. Provides service in a non-judgmental and culturally sensitive manner.

4. Is accessible, accountable, cordial, and responsive in all manner of communications for the SNTC.
5. Presents themselves professionally in the workplace and when conducting business for the SNTC; represents the SNTC with professionalism and integrity.

SPECIFIC RESPONSIBILITIES

Coordination of Strategic Planning Processes

- Supports multi-agency fisheries strategic planning processes hosted by the SFC;
- Participates in key SFC planning meetings and records meeting summary minutes for review and circulation as required;
- Organizes SFC meetings and events as required (both internal and external sessions) including sending meeting invitations, confirming attendance, preparing meeting agendas and materials, booking venues, arranging for catering, and other logistics.

Communications Support

- Facilitates information exchange to increase awareness of SFC's organizational goals, objectives, programs, and projects;
- Provides support with the preparation and distribution of promotional, stewardship, and educational materials including written materials and supporting graphics;
- Assists with maintaining and enhancing SFC's social media presence.

Capacity-Building Support

- Plans and organizes the delivery of fisheries-related training for SFC staff and the Secwèpemc communities;
- Assists with conducting capacity-building needs assessments for SFC staff and the Secwèpemc communities;
- Assists with researching and responding to new capacity-building and training opportunities.

General Operational Coordination

- Provides general operations coordination support to SFC's daily business activities as required;
- Assists with operational details such as preparing funding proposals, processing contracts and contribution agreements, purchasing, monitoring expenditures, preparing invoices, tracking the progress of deliverables, and ensuring reporting requirements are being met;
- Ensures contract documents are accessible, organized, and complete;
- Assists with financial tasks including budgeting, forecasting, and reporting.

Reports

- Oral Reports
 - Provides information and/or presentations to Secwèpemc leadership, SFC Steering Committee, and/or staff meetings;
 - Provides presentations at public education events as required.

- Written Reports
 - Provides assistance with preparing narrative and financial information for incorporation into SFC reports;
 - Assists with preparing progress and final reports for submission to funding agencies and/or clients as required.

Other

- Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the Director of Fisheries.

ACCOUNTABILITY:

The Operations Coordinator is accountable to the SNTC Council of Chiefs through the direct professional supervision and support provided by the Director of Fisheries.

TERMS OF EMPLOYMENT:

- Full-time, permanent position
- Must be willing and able to travel, including overnight on occasion
- Regular hours of work are 7 hours per day, 35 hours per week
- Job location: Secwepemc Fisheries Commission Office (Kamloops).

CLOSING DATE:

We invite applications consisting of a cover letter and a resume with names of references to be submitted to the Shuswap Nation Tribal Council attention Murray Ross, Director of Fisheries, no later than **4:00 pm Tuesday October 24, 2023**.

Secwepemc Fisheries Commission
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Email: mross@shuswapnation.org

To learn more about SNTC and SFC, please visit us at <https://shuswapnation.org/> or on Facebook at <https://www.facebook.com/secwepemcfisheries/>

This job posting may remain open until a qualified candidate has been hired. SNTC hires based on merit and is committed to employment equity. We encourage all qualified persons to apply, however, in accordance with the SNTC Human Resources Policy and pursuant to the BC Human Rights Code, the first priority may be to hire qualified persons of Secwepemc ancestry.

Shuswap Nation Tribal Council thanks all applicants for their interest, however, only those selected for an interview will be contacted.