



# Shuswap Nation Tribal Council

## Job Posting

### Operations Coordinator

**Are you seeking a challenging and rewarding position with a unique, progressive environmental organization? Are you ready to apply your knowledge and skills to advance Indigenous fisheries initiatives? If yes, then we have an ideal opportunity for you!** We are requesting immediate applications from enthusiastic, dynamic, and motivated individuals for the position of Operations Coordinator.

#### About Us:

Shuswap Nation Tribal Council (SNTC) was formed in 1980 as an effort of the Secwepemc chiefs to advance the issues of aboriginal rights. SNTC works on matters of common concern for member Secwèpemc communities, including the development of self-government within the Secwèpemc traditional territory. Secwèpemc Fisheries Commission (SFC) is the fisheries department of the SNTC. Central to our mission is our commitment to protect fisheries resources, promote integrated approaches to ecosystem conservation and management, and provide advice on policy and technical matters.

#### The Position:

As Operations Coordinator you will be working within our dedicated team to coordinate the operational development of the 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.

*The detailed job description can be found on the SNTC website (see link below).*



#### What We Offer:

- A well-established, stable organization with expanding opportunities
- The healthy work-life balance found in the BC southern interior
- Competitive salary commensurate with experience and a generous benefits package

#### Your Qualifications & Competencies:

- Post-secondary education in a related field is preferred;
- Relevant courses/certificates in subjects such as project planning and coordination, business communications, and information management are assets;
- Two to three years of work experience in a similar role is preferred;

- Strong interpersonal communication abilities;
- Exceptional organizational, planning, and multi-tasking skills;
- Excellent analytical and problem-solving abilities;
- High degree of computer proficiency with different programs such as Microsoft Office;
- Experience with meeting preparation and summary minute-taking preferred;
- Experience working with First Nations organizations and liaising with government agencies is an asset;
- Basic understanding of the Secwèpemc people's culture, history, and traditions is an asset;
- General knowledge of Secwèpemc fisheries programs is an asset;
- Ability to travel and work flexible hours if required; and,
- Valid driver's license and reliable transportation to work.

**Application Deadline: Tuesday October 24<sup>th</sup>, 2023**

Applications consisting of a cover letter and current resume with three employment references should be emailed to:

Murray Ross, Director, Secwèpemc Fisheries Commission, 680 Athabasca Street W., Kamloops, BC. V2H 1C4 PH: 778-471-8200 email: [mross@shuswapnation.org](mailto: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 priority may be to hire qualified persons of Secwèpemc ancestry.*

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

