Shuswap Nation Tribal Council
Trades Coordinator - Term Position
Aboriginal Training and Employment Centre (ATEC)
3 days per week (in-person)

The Shuswap Nation Tribal Council, also known as the SNTC, was established in 1980 as a collective effort of Secwépemc Chiefs to advocate for Aboriginal rights and advance Nation-building initiatives. The Aboriginal Training & Employment Centre (ATEC) operated by the Shuswap Nation Tribal Council (SNTC) delivering Indigenous Skills and Employment Training (ISET) programs across the Central Interior of British Columbia.

The Opportunity

The Shuswap Nation Tribal Council is looking for a dynamic individual for the position of Trades Coordinator to support Indigenous participants in securing meaningful employment opportunities in skilled trades and construction-related occupations. This position is responsible for the coordination and administration of an Industry funded Trades Project to support employment placements, apprenticeship pathways, employer engagement, and workforce development initiatives throughout the SNTC service area.

Key Responsibilities

- Build and maintain respectful relationships with local Indigenous communities, employers, training providers, union reps, and Thompson-Okanagan contractors to secure meaningful work placements.
- Connect Indigenous job seekers with careers in the skilled trades, working closely with Employment Counsellors and Contract Administration staff.
- Create employment, apprenticeship, work experience, and Targeted Wage Subsidy opportunities throughout the SNTC-ISET service area.
- Support participants with employment readiness, certification, and job placement.
- Support employment retention and apprenticeship progression.
- Track participant outcomes and support reporting for SNTC-ISET funded activities.
- Maintain accurate case notes and client records.

Qualifications

- 2+ years experience working in project development, employment programs, workforce development, skilled trades training or equivalent.
- Familiarity with apprenticeship pathways, employment readiness, and construction industry opportunities.
- Proven ability to build strong relationships with employers, unions, training providers, and community organizations.
- Experience in programming and budget management.
- Strong computer skills with dbase management experience.
- Strong coaching, and mentorship skills.
- Excellent oral and written communication skills.

Preference may be given for:

- Diploma or degree in career development, human services, or a related field, or an equivalent combination of education and experience.
- Experience working in or with Indigenous communities.

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Requirements

- Valid Driver's Licence, reliable transportation, and willingness to travel throughout the SNTC-ISET service area.
- SNTC may require a vulnerable sector check during the course of your employment.

- **Salary Range** is $31.50 - $39.01 hourly, based on relevant experience.
- **To apply:** Please email your resume and cover letter, referencing Trades Coordinator to the: HR@shuswapnation.org by **November 9, 2026.**

In accordance with section 16 of the Canadian Human Rights Act, preference may be given to qualified Indigenous applicants. Applicants are encouraged to voluntarily self-identify in their application.