



*Position:* Social Development Assistant

*Type:* Casual

*Department:* Social Development

*Wage:* \$25.00/hour

The Splatshin are the most southern tribe of the Secwepemc Nation, the largest Interior Salish speaking First Nation in Canada, whose aboriginal territory stretches from the BC/Alberta border near the Yellowhead Pass to the plateau west of the Fraser River, southeast to the Arrow Lakes and to the upper reaches of the Columbia River.

#### THE OPPORTUNITY

The Social Development Assistant will support the implementation and coordination of social development programs aimed at enhancing the well-being of Indigenous communities. This role involves assisting with community engagement, program delivery, and administrative tasks, ensuring that initiatives align with the cultural values, traditions, and priorities of the organization.

#### DUTIES AND RESPONSIBILITIES

- Assist in the planning, coordination, and delivery of social development programs, workshops, and events.
- Ensure programs address community needs, including housing, health, education, and cultural preservation.
- Collaborate with other stakeholders to develop culturally appropriate materials and resources.
- Act as a liaison between the organization and community members to foster trust and participation.
- Conduct outreach to engage community members, including elders, youth, and families.
- Support consultations and meetings, ensuring community voices are heard and incorporated into programs.
- Maintain accurate records of program activities, participant attendance, and progress reports.
- Assist in preparing reports, proposals, and presentations as needed.
- Manage logistics for events and workshops, including scheduling, booking venues, and coordinating supplies.
- Uphold and promote the organization's values, ensuring all activities respect Indigenous traditions, languages and cultural protocols.
- Support relationships with external stakeholders, including government agencies, NGOs, and community partners.
- Provide information and updates on programs and activities to stakeholders as required.

- Assist with other tasks to support the organization's social development goals.

#### EDUCATION AND TRAINING

- Diploma or degree in social work, community development, or a related field, or an equivalent amount of work experience in one or more of these fields.
- Experience working with Indigenous communities or organizations is highly desirable.
- Strong interpersonal and communication skills, with the ability to work effectively in diverse settings.

#### HOW TO APPLY

You can apply to the position at [Indeed.ca](https://www.indeed.ca). If you have problems finding the position, type "Splatsin" into your search on the site. Alternatively, you can send your application and resume to [humanresources@splatsin.ca](mailto:humanresources@splatsin.ca). Whichever option you choose, please note on your application that you are a Splatsin band or community member.