



## *Tk'emlúps te Secwépemc*

(Kamloops Indian Band)

# JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

<b>POSITION TITLE:</b>	<b>4 Pillars Planning Coordinator</b>
<b>DEPARTMENT:</b>	<b>Le Estcwicwéy Department</b>
<b>SUPERVISOR:</b>	<b>Le Estcwicwéy Managers</b>
<b>TERMS:</b>	<b>Full Time, Minimum 1-Year Term with the chance of extension</b>
<b>REFERENCE #:</b>	<b>2025-005</b>

### **Purpose of Position:**

Tk'emlúps te Secwépemc seeks a dedicated and community-oriented individual to join our team as a 4 Pillars Planning Coordinator. This part-time contract position will work under the direction of the 4 Pillars Planning Team, to implement a community planning process focused on language, culture, heritage, and wellness and has the opportunity to grow into a permanent position. Candidates located in the Tk'emlúps te Secwépemc are preferred, but remote work is an option, with required travel to Kamloops. The Coordinator will receive mentorship and support in planning, facilitation, event organization, grant writing and administration skills as a part of their role.

### **Duties and Responsibilities:**

1. Support the development, implementation, and communication of community-driven initiatives aligned with cultural, linguistic, and wellness needs, while facilitating engagement, securing funding, and adapting to evolving priorities (95%)
  - Community Engagement:
    - i. Actively engage with Tk'emlúps te Secwépemc community to promote and implement initiatives related to the Four Pillars Planning Project through outreach, education, and relationship building.
    - ii. Facilitate community meetings, workshops, focus groups, and events to gather input, encourage participation, and build trust.
    - iii. Collaborate with Survivors, Elders, youth, and key community stakeholders to ensure engagement strategies are culturally appropriate, inclusive, and accessible to all members.
    - iv. Develop and implement creative engagement tools, such as surveys, multimedia presentations, and feedback sessions, to enhance participation and input.
  - Program Development and Implementation:
    - Support the 4 Pillars Planning Team with the development, planning, and coordination of programs that address the community's cultural, linguistic, educational, and wellness needs.
    - Work closely with the community, administrators, Survivors, Elders, and members to ensure programs are responsive, sustainable, and aligned with community values and priorities.

- Monitor and evaluate program effectiveness, providing recommendations for improvement and ensuring accountability to community goals.
  - Identify opportunities to integrate traditional knowledge, practices, and language into programs, fostering cultural revitalization and intergenerational learning.
2. Communications:
- Regularly communicate and coordinate with the 4 Pillars Planning Team to ensure clear, consistent messaging and alignment of initiatives.
  - Maintain ongoing dialogue with community members, leadership, and partners to provide project updates, gather feedback, and address concerns.
  - Develop communication materials such as newsletters, social media updates, and reports to share progress and celebrate successes with the broader community.
  - Support the facilitation of public presentations, speaking engagements, and media outreach to raise awareness and promote project goals.
3. Grant Writing and Project Reporting:
- Identify funding opportunities, grants, and partnerships that align with community priorities, programs, and projects.
  - Contribute to the development of high-quality funding proposals, ensuring alignment with funder requirements and community needs.
  - Assist in building and maintaining relationships with funding agencies, partners, and stakeholders to support long-term project sustainability.
  - Track project progress, prepare detailed reports, and ensure timely submission of deliverables to funders and leadership.
  - Maintain accurate records of grant activities, financials, and milestones to demonstrate accountability and success.
4. Flexibility and Adaptability:
- Remain open to learning, professional development, and growing within the role to address new challenges and opportunities effectively.
  - Adapt to shifting project priorities, timelines, and community needs while maintaining a positive and solution-oriented approach.
  - Demonstrate a commitment to collaborative teamwork, cultural humility, and respectful engagement with the Tkemlúps te Secwépemc community.
5. All other duties as required (5%)

**Professional Certification, Education and Experience:**

- A post-secondary degree or diploma in a relevant field such as Community Development, Indigenous Studies, Social Sciences, Public Administration, or a related discipline.
- 2–4 years of experience in community engagement, program development, facilitation, or project coordination, preferably within Indigenous communities or cultural revitalization initiatives.
- Previous experience working with Indigenous communities, Survivors, Elders, and youth would be considered a strong advantage.
- Experience in grant writing, funding applications, and project reporting is an asset.
- Preference will be given to individuals who are a member of the Tkemlúps te Secwépemc nation.

**Financial Responsibility:**

N/A

**Supervision or Training Duties:**

N/A

**Skills and Abilities:**

- Strong understanding and appreciation of Tk'emlúps te Secwépemc culture, traditions, and values.
- Understanding the challenges and opportunities that come with living in the Tk'emlúps te Secwépemc community.
- Excellent communication, facilitation, and relationship-building skills.
- Ability to work independently, coordinate with a virtual team, manage multiple tasks, and meet deadlines.
- Ability to work collaboratively with diverse teams, including community members, administrators, and leaders.
- Proficiency in Microsoft Office, virtual meeting tools, and basic project tracking software.
- Effective oral and written communication skills.
- Ability to work independently and collaboratively while managing competing priorities.

**Special Requirements:**

- Cultural competence
- Knowledge of the Indian residential school system and their impact on First Nations
- Extensive knowledge of Secwepemc culture, history and lifestyle is required.
- Maintains a functional knowledge of all TteS administration, finance law, Shuswap Nation Declaration, Truth and Reconciliation Calls to Action 71-76 in accordance with TteS protocols, Missing Children and Unmarked Burials and the United Nations Declaration on the Rights of Indigenous People.

**HOURS OF WORK:** Normal Day shifts – 7 hours. Non-normal shifts may be required.

**PAY GRADE:** Starting at \$25.98 - \$31.41 depending on education and experience

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

**Deadline for the Job posting is January 23, 2025 by 2:00pm**

**Submit Job Application Form, cover letter, resume, and references  
online: <https://tkemlups.ca/employment/>  
or at our Human Resources office #200 – 330 Chief Alex Thomas Way.  
Office Hours are Monday to Friday 8:00 am to 4:00 pm &  
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out  
an online application form which can be found at: <https://tkemlups.ca/employment/>**

**Any late submissions or submissions without the job application form will not be considered.**