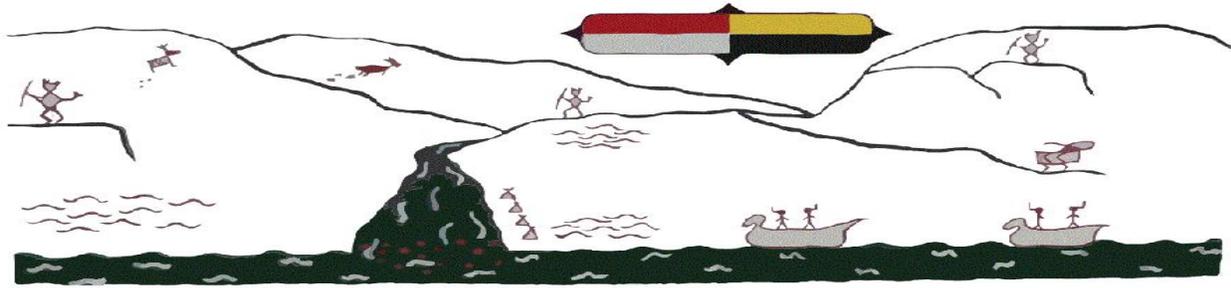


Kanaka Bar Indian Band



JOB DESCRIPTION

Position:	Education and Social Services Coordinator
Organization:	Kanaka Bar Indian Band
Reporting:	CEO – Programs and Services
Application Deadline:	Until the position is filled

Summary:

Kanaka Bar Indian Band has a vision to manage and use its land and resources to maintain a self-sufficient, sustainable and vibrant community. In 2016, Kanaka's Council adopted an organizational structure to implement this community vision. This new structure separates politics from business, decision-making from implementation, and social programming from "for-profit" activities. With this posting, Kanaka Bar is inviting applicants to oversee the Education and Social Development functions of the Kanaka Bar Indian Band. For more information on the community, please review the rest of our website at: <http://www.kanakabarband.ca/>

The Coordinator of Education & Social Services will be responsible for planning, developing, managing, and delivering education, social, language programs to the community members of Kanaka Bar across the lifespan. The Coordinator's main objective will be to achieve success in meeting Kanaka's vision statement regarding community development by creating a personalized program for each member. This will be a full-time position at Kanaka Bar from Monday to Friday.

Duties and Responsibilities:

- Stays informed on relevant policies, monitors, evaluates, and recommends changes as needed;
- Performs all duties and responsibilities in accordance with Kanaka Bar Indian Band policies and procedures;
- Assists with development of procedures, strategic plans, goals, objectives and departmental work plans;
- Maintains confidentiality on all matters relating to the affairs of the Kanaka Bar Band;
- Provides good public relations and greeting services to the public and staff;
- Ensures that all PSE applicants are treated in a consistent and fair manner;
- Develops robust afterschool program for K-12 learners;
- Works with adult learners ensuring dignity and confidentiality of learners is maintained;
- Connects SA clients with health, education and job opportunities while ensuring confidentiality;
- Monitors, evaluates and manages education programs, services, policies and procedures;
- Manages the development and delivery of specific activities and services;
- Research funding opportunities and ensures proposals are submitted;
- Evaluates community, client and partner needs, strategic goals and plans, policies and procedures, as required;
- Identifies how services and programs can be integrated with other departments and consults with them;
- Develops, updates, and enforces all organization policies and procedures pertaining to programs;
- Able to speak and write Nlaka'pamux or willingness to learn would be considered an asset;

- Works and develops relationships with community-based groups, leaders, and staff to create programs that promote education and language;
- Takes the lead role in working with other departments, specialists, and staff to promote on-going education, training, and social development projects; and
- Perform other related duties and responsibilities as assigned.

Requirements:

- Bachelor of Education or Social Work (BSW), or related field required. Registered to work in BC;
- Minimum 2 years' experience in community work required;
- Experience and exposure to a First Nations environment;
- Knowledge and understanding of Nlaka'pamux culture and heritage, BC's curriculum for K-12, Employment and Income Assistance programs would be considered an asset;
- Knowledge of Indigenous Services Canada's K-12 and Post-secondary programs;
- Possess strong computer skills using Outlook, Word, Excel, PowerPoint and Xyntax accounting systems;
- Good verbal and written communication skills;
- Excellent analytical and organizational skills to achieve desired results;
- Diplomacy, tact and confidentiality in dealing with a variety of people and information;
- Reliability, good judgement, dependability and a mindset to continuously learn;
- Self-motivated and an ability to work independently;
- Ability to work in a team orientated environment; and
- Flexibility is a must to adapt to changing work priorities.
- Valid class 5 driver's license.

Working Conditions

- Physical presence at the Band office from Monday to Friday during regular office hours
- Interaction with employees, residents, membership, leadership and the public.
- Travel as and when required.
- Manual dexterity required to use desktop computer and peripherals.
- Sitting for extended periods of time.

This will be a full-time employment position based out of the Kanaka Bar's Band Office. Compensation will consider both the qualification and experience of the applicant and will range between \$25 to \$30 per hour. Canada Labor Code provisions will govern where applicable.

All qualified and interested applicants should submit a cover letter and resume to ceoblue@kanakabarband.ca. **The posting will remain open until a suitable candidate is found.**

We appreciate all applications; however, only short-listed applicants will be contacted to participate in the interview process. Starting date could be as early as possible but depends entirely on finding the right candidate.