

March 8, 2010

**ESSENTIAL SKILLS COORDINATOR**  
**(EXTERNAL)**

Stó:lô Nation, one of the leading employers in the Fraser Valley with offices located in Mission and Chilliwack, requires the services of a qualified **Essential Skills Coordinator** to fill a vacancy with the **Community Development Department**. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. Please self-identify on your cover letter or resume.

Essential Skills Coordinator/Liaison will be responsible for the initial stages of development of programming of Essential Skills in the Workplace program and for the general day to day operations of the Essential Skills Programming for Aboriginal Potential Program. This program will target the Essential Skills needs of Aboriginal clients in the Fraser Valley catchment area of SASET. The program will be a positive step toward working with individuals so that they have self sufficiency that brings meaning to their employment and it will work with local employers to address gaps so that they are hiring dedicated and qualified staff.

The position reports to the Community Development Manager. The successful candidate will work at the Central (Chilliwack) office. Some travel may be required for this position. Based on services needs, the department reserves the right to relocate workers within the service delivery area.

**QUALIFICATIONS/REQUIREMENTS:**

- Must hold Career Development Practitioner Certification with completion of TOWES test administration and Intro to Essential Skills Workshops
- Minimum two years experience in workplace training
- Assessment Component of Employment Counseling
- Guiding Circles Level I and II
- Provincial Instructor's Diploma
- Familiar with Essential & Employability Skills resources and tools
- Ability to create/write reports, business correspondence & presentations
- Ability to effectively present information and respond to questions from professional groups and the general public,
- Training and experience in handling difficult people
- Ability to operate a computer, a FAX machine, photo copier and other office equipment
- Proficient with Microsoft Word, Power Point and Excel
- Exceptionally organized, have strong meeting coordination, client monitoring skills and ability to develop and maintain a detailed reporting system
- Ability to work independently and with minimum supervision
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds

**Successful candidates will be required to provide the following if screened in for an interview:**

- Proof of education documentation
- References: Three names and phone numbers of recent supervisors
- Must possess and maintain a valid BC Drivers' License
- Must successfully pass the required pre-employment RCMP Criminal records Check.

**SALARY RANGE:**

Negotiable based on qualifications and experience

**TYPE OF POSITION:**

Full-time (April 2010 to March 2011) based on Service Canada Funding agreement renewal, with benefits, subject to 3-month probationary period and planned performance evaluations

**APPLICATIONS DEADLINE:**

**Thursday March 25, 2010 at 4:00 PM**

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume and covering letter.** Send to:

**Sto:lo Nation Personnel Department**  
**Bldg. #7, Floor #2 – 7201 Vedder Road**  
**Chilliwack, BC V2R 4G5**  
**Email: [jobs@stolonation.bc.ca](mailto:jobs@stolonation.bc.ca)**  
**Fax: (604) 824-5342**

For more information about this and other employment opportunities, visit [www.stolonation.bc.ca](http://www.stolonation.bc.ca)

*We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest.*