



Stó:lō Service Agency - Human Resource Office

Building #5-7201 Vedder Road
Chilliwack, BC V2R 4G5

August 13, 2019

WOMEN OF STÓ:LŌ COORDINATOR (EXTERNAL)

Stó:lō Service Agency requires the services of a qualified **Women of Stó:lō Coordinator** to fill a vacancy with the **Health Services 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.

Under the Women of Stó:lō team, coordinating a comprehensive network of services to support women, including Key Results areas: social stabilization, overdose prevention services, peer empowerment and employment, women's health (physical, sexual and mental), cultural of safety and humility, treatment and recovery and addressing stigma, discrimination and human rights. This position will coordinate the activities of the various partners and task teams in Chilliwack, including: Stó:lō Service Agency, City of Chilliwack, Peer Network, Pacific Community Resources Society, Xolhemet Society, Ann Davis Transition Society, Chilliwack Community Services, Cyrus Centre and the RCMP. The primary duties will include coordination and convening work with the various task teams and stakeholders to create a cohesive foundation for women and families. A key deliverable will include arranging and attending workshops and meetings to shape program direction. A further key deliverable will be to facilitate 4 two-day workshop sessions annually.

This position reports to Communications and Fundraising Team Lead. The successful candidate will work out of the Central (Chilliwack) office. Some travel may be required for this position.

QUALIFICATIONS/REQUIREMENTS:

- Community Health Worker Diploma or equivalent education and experience.
- Actual experience (minimum of 5 years) working in local Indigenous communities
- Experience with consultation or case-management involving a wide spectrum of professionals, community stakeholders, educators and clients
- Ability to operate a computer, especially MS Office and to conduct online research
- Ability to track and manage budget and provide reporting
- Strong and proven organizational skills with the ability to have good coordination and monitoring skills and able to maintain recording system.
- Ability to work independently and with minimum supervision – demonstrate self-direction and take initiative
- Experience and proficiency with facilitation, is desired
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds with an excellent reputation in Chilliwack and local Indigenous communities
- Ability to maintain a healthy working relationship with staff, community representatives/members and representatives of other organizations. Including collaboration with other SSA programs and staff as required.
- Maintain the confidentiality guidelines of all records, materials and communications concerning clients, staff and Stó:lō Service Agency.
- **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 Class 5 BC Drivers' License
 - Must successfully pass the required pre-employment Ministry of Public Safety and Solicitor General Check.

SALARY RANGE:

Will be based on qualifications/experience.

TYPE OF POSITION:

Full-time Term position with benefits, subject to 3-month probationary period and planned performance evaluations.

APPLICATIONS DEADLINE:

4:00 PM, Tuesday, August 20th, 2019

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume and covering letter.** Please include position title on subject line. Send to:

Stó:lō Service Agency Personnel Department
Bldg. #5A, Floor #2 – 7201 Vedder Road
Chilliwack, BC V2R 4G5
Email: jobs@stolonation.bc.ca
Fax: (604) 824-5342

For more information about this and other employment opportunities, visit 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.