



SQ'EWQÉYL FIRST NATION

www.skowkalefn.com

Skowkale is a fast-paced, growing community that additionally provides services to other local communities. Preference will be given to qualified First Nations applicants. Please self-identify on your cover letter or resume

PROGRAMS ASSISTANT

FULL-TIME, term position (1 year TWS)

WAGE: \$18.00/hour

The Programs assistant is responsible for assisting in the planning and delivery of cultural, recreational, community, and health and wellness activities for the community. This position solicits input from members of the community on project and program needs. This role works to create newsletters to provide updates and solicit participation in programs.

Responsibilities:

- Assists with conducting bi-monthly mental health, wellness, and supplies check with community members to ensure their wellbeing.
- Provides regular updates through monthly bulletins and council meetings.
- Assist with program development for children, youth, and elders including, outings, supervised play, community support, recreation, community hampers, health and wellness, and culturally specific programs
- Consulting with the community for input on community projects and programs
- Source people to run programs such as physiotherapists, recreation workers, and instructors for cultural specific programs.
- Coordinate with Stó:lō Nation Health Program, which includes immunization, pre, and post-natal, diabetes care, heart health, etc.
- Handling onboarding and training of new staff and summer students
- Filing, photocopying, phone calls and other administrative duties
- Creating/developing forms, pamphlets, educational materials, and annual reporting.
- Develop flyers and newsletter for community events and programs
- Supporting the Youth/Elders Coordinator for administrative and front-line services as required
- Communicate with members regarding programs availability to provide updates and to encourage participation.

Successful candidates will have/be:

- Experience and knowledge of First Nation culture and working with First Nations and citizens.
- The ability to work independently with minimal supervision and collaboratively within a team
- Ability to engage with the community and members in a constructive and respectful manner
- Excellent interpersonal and communication skills
- The ability to multi-task, prioritize, organize work to meet deadlines
- Demonstrated ability to handle confidential information.
- Intermediate knowledge of MS Word, Excel, PowerPoint, Outlook
- Experience using Adobe, Adobe Pro Editor, Google Docs, Canva, Zoom, Survey Monkey, MailChimp, Mural, and other application software.
- Satisfactory Criminal Record and Vulnerable Sector Check
- Valid First Aid and CPR certificate, or willing to obtain
- Food Safe certificate, or willing to obtain
- Valid B.C. Class 5 Driver's license

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

- References: Three names and phone numbers of recent supervisors
- Must successfully pass the required pre-employment RCMP Criminal records Check.

HOW TO APPLY

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to manager@skowkaefn.com (Please include position title in the subject line). **OPEN UNTIL FILLED**

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Preference may be given to candidates of First Nations ancestry and have knowledge of local First Nations traditional customs and practices.