



## Stó:lō Service Agency - Human Resource Office

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

July 24, 2020

### CULTURAL EDUCATION ASSISTANT (CEA) (EXTERNAL)

**Stó:lō Service Agency** requires the services of a qualified **Cultural Education Assistant (CEA)** to fill a vacancy with the **Cultural Education and Tours Program** of the **Stó:lō Research & Resource Management Centre (SRRMC)**. *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.

The Cultural Education Assistant (CEA) will assist in the administration and implementation of K-12 related cultural education programs and service agreements in the local / lower mainland school districts (e.g., Langley, Abbotsford, Mission, Chilliwack, Fraser Cascade). Core responsibilities include delivering Stó:lō Nation's in-classroom Steqo:ye School Resource Program, on-site Longhouse Extension Program (LEP) tours and workshops, Xáytem and St. Mary's site visits, and Professional Development programs. The Cultural Education Assistant is responsible for assisting the Cultural Education Program Coordinator with activities related to coordination of program scheduling, and resourcing (e.g., cultural materials and supplies) to ensure the delivery of cultural education programs and services on time, within budget and at a high standard of quality. The Cultural Education Assistant will work with the Cultural Education Program Coordinator and the Manager, Library/Archives, Cultural Education, and Tours to develop and deliver cultural education programs to support the educational needs identified by local school districts. The Cultural Education Assistant will also assist with training the pool of on-call Education Resource Workers.

This position reports to Manager, Library/Archives, Cultural Education, and Tours. The successful candidate will work out of the Central (Chilliwack) office. Some travel may be required for this position.

#### QUALIFICATIONS/REQUIREMENTS:

- Minimum Grade 12 or Dogwood Certificate, *preferred*
- A strong demonstrable knowledge of and personal experience with Stó:lō culture and history;
- Actual experience (minimum of 1 year) in any or all the tasks cited in the specific duties and responsibilities.
- Working knowledge on computers (WINDOWS/ WORD/ EXCEL/ etc.).
- Strong and demonstrable organizational skills.
- Ability to work independently and with minimum supervision and within a team environment.
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.
- Ability to maintain a healthy working relationship with staff, community representatives/members and representatives of other organizations
- 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:

**To be determined** based on qualifications/experience.

#### TYPE OF POSITION:

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

**APPLICATIONS DEADLINE:**

**4:00 PM, Friday, July 31<sup>st</sup>, 2020**

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. As this is an Internal job posting, all applicants must meet the Internal Posting criteria. Send to:

**Stó:lō Service Agency Personnel Department**  
**Bldg. #5A, 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.**