



Fraser River Run

The monthly newsletter of Xat'sull First Nation

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CHRISTMAS CRAFTS A POPULAR ACTIVITY

Community Members came out for an evening of Christmas Craft making on Dec. 7.

Page 2

Pellkwet'min (Buckskin sewing month - January 2022)



Christmas spirit at craft evening





Jennifer Stinson, Social Development Coordinator

Just some, friendly reminders to all Income Assistance clients:

- Please have all your bills brought in on time (at least by the 10th of every month), we cannot make a payment without a bill. One can email it to me at socdev@xatsull.com or you can drop it off at the front desk at the Band Office, or one can fax it to 250-989-2300.

- Food Bank is open

to ALL COMMUNITY MEMBERS, (including the one's living in town). It is open every other Thursday from 1:30 p.m. to 4 p.m. Just come to the front desk and ask for Jennifer. (Please see calendar for the dates that it is open). Also please remember to bring your own bags or boxes to carry your food items in. The food bank carried non-perishable items and frozen meat.

- Pre- Employment

Program is every other Monday and Tuesday from 10 a.m. to 2 p.m. downstairs in the gym. (This is mandatory for all Single Employable Clients and Single Parents with children over the age of three years, to be eligible for I.A.). Please see calendar for the upcoming dates of the program.

- Please have your Monthly Declaration Forms in by the 10th of every month.

HAPPY NEW YEAR everyone!!!!

I hope this new year will bring more positivity and more fun moments with family & friend's making memories with one another.



January

2022

Social Development Department



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 MID-MONTH	6 FOOD BANK 1:30 – 4:00 pm	7 HOUSEHOLD BILLS DUE, EITHER BY EMAIL OR DROP OFF @ THE OFFICE MONTHLY DECLARATION FORM DUE TODAY TOO	8
9	10 Pre-Employment Program 10:00 – 2:00 pm Deep Creek Gym	11 Pre-Employment Program 10:00 – 2:00 pm Deep Creek Gym	12	13	14	15
16	17	18	19 SA DAY	20 FOOD BANK 1:30 – 4:00 pm	21	22
23	24 Pre-Employment Program 10:00 – 2:00 pm Deep Creek Gym	25 Pre-Employment Program 10:00 – 2:00 pm Deep Creek Gym	26	27	28	29
30	31					



Restorative Yoga

Live session with Heather Cherisse, Indigenous Pranayama



www.heathercherisse.com

Unwind and relax on

JAN 6TH

12:00-1:00pm

Health Station

Call Health at 250.989.2355, must pre-register. Covid-19 Protocols in place. Open to Xat'sūll Community Members only.



Massage



WITH KIM LITTLEWOOD

OF NORTH OF 7 BODYWORKS & MASSAGE

JANUARY 10-14, 2022

FEBRUARY 7-11, 2022

MON	12:00-8:00 PM
TUE	12:00-8:00 PM
WED	8:30-4:30 PM
THUR	8:30-4:30 PM
FRI	8:30-4:30 PM

The appointments are 1 hour and 20 minutes long
25 spots available | Book as soon as possible | Covid-19 protocols in place | We ask if you are sick to please cancel your appointment
Call Health, 250.989.2355 to book an appointment

CULTURAL NIGHT

Ribbon Skirt Making



Tuesday's, January 11, 18 & 25, 2022

3:00-7:00pm (drop in) *New date

Health Boardroom

Join us for Cultural Night, we will be learning how to make a ribbon skirt. Call Health for any questions, 250.989.2355.

We provide snacks.

Covid Protocols in place.

Open to Xat'sull Community Members only.





January 18th, 2022 | 9:00-4:30pm

Health Station

As a CMP, she offers foot care services that are more than what an Esthetician can offer during a pedicure.

"It is best to start early in maintaining your feet before problems arise" states Ayla.

Common foot problems you may encounter include: injuries, ingrown toenails, corns, calluses, foot odour, fungal infections, thickened nails, cracked skin and the effects of wearing improper footwear. For people with diabetes it is recommended to have a professional work on their feet.

To book an appointment, call Health at 250.989-2355.



Ayla Surek
Certified Master
Pedicurist , CMP



MUSKRAT – NABI – SKELEĆWE7 PELT PREPARATION WORKSHOP



with Blaine Grinder

Open to
Tsilhqot'in,
Dakelh, and
Secwépemc
Youth ages 12-
24 years

Tuesdays 3:30pm -5:30pm
January 11th, 18th, 25th 2022
At Denisiqi 240 Mackenzie Ave North

-Dinner included-

Contact McLayne at 250 855 8240
to sign up

COVID PROTOCOLS IN PLACE



Integrative Healing Sessions

Heal the Body, Mind + Spirit together.

Creating wellness and healing trauma can be empowering and exciting process, but only if we include practices that attend to all the parts of our experience. Otherwise, we can work ourselves for years and years and just feel like we're spinning in circles.

Integrative Therapy is the practice of bringing these parts of our being back together, understanding how the body and environment influence the mind and spirit (and vice versa) and employing powerful practices that shift us out of old, damaging patterns. This isn't 'quick fix' medicine, but a process that can dramatically change a person's emotional + physical health over time.

Integrative Therapy reconnects a person with their innate capacity to heal and know themselves.

SESSIONS MAY INCLUDE:

Holistic Nutrition + Supplementation Guidance
Body-Based Trauma Release Breathwork + Yoga Meditation
Guided Visualization Massage + Energy Work

FRIDAYS 8:30AM - 3:30PM

In person appointments available
Call Health, 250.989.2355 to book



ABOUT CIEL GROVE. MA

Ciel is a Crisis Counselor, Holistic Nutrition Consultant, Herbalist, Yoga Teacher, Certified Wellness Coach, Initiated Shamanic Practitioner, Doula, and a few other things. She holds a Masters Degree in Integrative Healing, and works with both groups and individuals around the world.



Three Corners is excited to present to the communities of Xat'sūll, T'exelc, and Stswecem'c Xgat'tem our Annual Christmas Hamper. This year due to the COVID-19 Pandemic and grocery shortages, TCHSS will be giving gift cards in lieu of food hampers.

Three hampers to be won! One for each community!

How to enter:

1. Name
2. Phone number
3. Community

**1 entry per
house hold**

Please call or email Shemica to enter your household in our draw for a hamper at Three Corners

P: 250-398-9814

Email: reception@tchss.ca

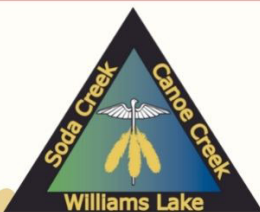


MEDICAL TRANSPORTATION DURING THE HOLIDAYS

Our holiday office closure is Dec 20 – Dec 31, 2021. If you have any upcoming medical trips scheduled between Dec 20 – Jan 31, please contact Sasha the Medical Transportation Receptionist at TCHSS to make arrangements by Dec 17th.

IN THE CASE OF AN EMERGENCY AND REQUIRE URGENT TRAVEL YOU CAN EITHER:

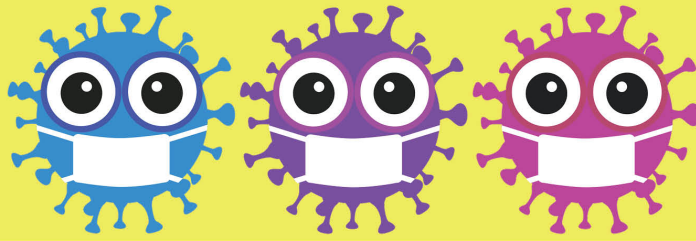
- PAY FOR TRAVEL UPFRONT AND SEEK REIMBURSEMENT FOR THE TRIP
- REACH OUT TO YOUR BAND TO SEEK ASSISTANCE FOR TRAVEL.



PLEASE KEEP IN MIND YOU WILL NEED TO PROVIDE THE FOLLOWING FOR REIMBURSEMENT:

- REASON FOR TRIP
- HOTEL RECEIPT
- CONFIRMATION OF DISCHARGE.

If you need assistance collecting this information you can contact the Aboriginal Patient Navigator (APN) at the hospital. If your trip is due to a motor vehicle accident or a work related incident you need to contact your insurance provider or WCB for financial assistance.



\$500 COVID-19 DISBURSEMENT

APPLICATION
REQUIRED

A \$500 COVID-19 disbursement will be available for all members age 18 and over by the end of January.

In order to receive the disbursement please email disbursement@xatsull.com with the following information (**applications close Jan. 14, 2022**):

Full legal name (mandatory):

Status Card # (mandatory):

Birth Date (mandatory):

Mailing Address (mandatory):

Phone Number:

Email:

If you do not use email, please mail or drop off the information to our office (no phone calls accepted):

Attn: Disbursement

3405 Mountain House Road
Williams Lake BC V2G 5L5



6			4	2				
8		4	9				7	3
3						4	5	
			8	7			9	
	8						2	
	3			6	1			
	2	5						7
9	6				5	8		2
				3	9			4

EASY PUZZLE

5	3				4			
		4	1					
1			9		6		8	3
9	7		3	2		6		
				4				
		3		6	9		7	2
3	5		6		7			4
					2	7		
			8				3	1

MEDIUM PUZZLE

							1	4
				5		2	7	3
			1			9		
	5			6	9			1
9		6	4	1	3	7		2
1			5	7			4	
		9			7			
6	7	5		4				
2	4							

HARD PUZZLE

		2				4		
	9	3				5		
	8		1					9
		7		4	8	9		2
	5		2		7		8	
2		8	5	9		6		
7					6		9	
		9				7	4	
		5				3		

VERY HARD PUZZLE

PUZZLE SOLUTIONS

6	5	7	4	2	3	1	8	9
8	1	4	9	5	6	2	7	3
3	9	2	1	8	7	4	5	6
5	4	6	8	7	2	3	9	1
7	8	1	3	9	4	6	2	5
2	3	9	5	6	1	7	4	8
4	2	5	6	1	8	9	3	7
9	6	3	7	4	5	8	1	2
1	7	8	2	3	9	5	6	4

EASY SOLUTION

5	3	8	2	7	4	9	1	6
6	9	4	1	8	3	5	2	7
1	2	7	9	5	6	4	8	3
9	7	5	3	2	1	6	4	8
2	6	1	7	4	8	3	5	9
4	8	3	5	6	9	1	7	2
3	5	2	6	1	7	8	9	4
8	1	9	4	3	2	7	6	5
7	4	6	8	9	5	2	3	1

MEDIUM SOLUTION

3	6	8	7	9	2	5	1	4
4	9	1	8	5	6	2	7	3
5	2	7	1	3	4	9	8	6
7	5	4	2	6	9	8	3	1
9	8	6	4	1	3	7	5	2
1	3	2	5	7	8	6	4	9
8	1	9	3	2	7	4	6	5
6	7	5	9	4	1	3	2	8
2	4	3	6	8	5	1	9	7

HARD SOLUTION

1	7	2	9	5	3	4	6	8
4	9	3	6	8	2	5	1	7
5	8	6	1	7	4	2	3	9
6	1	7	3	4	8	9	5	2
9	5	4	2	6	7	1	8	3
2	3	8	5	9	1	6	7	4
7	2	1	4	3	6	8	9	5
3	6	9	8	2	5	7	4	1
8	4	5	7	1	9	3	2	6

VERY HARD SOLUTION

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Hot and sweet curried squash

Squash is a versatile vegetable that can take on any flavour. Try this sweet and savoury recipe as a colourful side dish or over brown rice as a tasty main course.



Vegetarian



Freezer-friendly



PREP TIME
25 min



COOK TIME
40 min



SERVINGS
6

Ingredients

- 15 mL (1 tbsp) canola oil
- 1 onion, minced
- 1 mL (¼ tsp) ground cumin
- 15 mL (1 tbsp) curry powder
- 2 garlic cloves, minced
- 1 L (4 cups) sodium-reduced vegetable broth, divided
- 1 medium butternut squash, peeled and diced (about 900 g/2 lb)
- 1 can (540 mL/19 oz) no salt added chickpeas, drained and rinsed
- 1 can (540 mL/19 oz) no salt added diced tomatoes, with juice
- 250 mL (1 cup) frozen mango, thawed and chopped
- Salt and pepper to taste

Directions

1. In a large pot, heat oil over medium heat. Add the onion and cumin and cook for 3 minutes, stirring frequently.
2. Add the curry powder and cook for 2 more minutes, stirring to keep from burning.
3. Add garlic and 500 mL (2 cups) of broth and bring to a simmer.
4. Add the remaining broth, squash, chickpeas, and tomatoes to the pot. Bring back to a simmer and cook covered, for 25 minutes, stirring occasionally.
5. Add mango and cook for 5 minutes. Serve hot over brown rice.

Recipe developed by Indigenous Chef David Wolfman for PHAC and Health Canada. For more recipes by Chef Wolfman, see [Nutrition North Canada](#).

Tips

- ✓ To boost up the vegetable content, add minced carrot at step 2 and minced celery at step 3.
- ✓ To switch up the flavour, try using 125 mL (½ cup) raisins instead of the frozen mango.
- ✓ Store leftovers for up to 3 days in the refrigerator or up to 3 months in the freezer. If frozen, thaw in the refrigerator overnight and heat to a serving temperature of 165 °F (74 °C) or higher.
- ✓ Remember, a little salt goes a long way. Taste the food before adding any salt.

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Public Health
Agency of Canada

Agence de la santé
publique du Canada

Canada

Fish and fresh herb veggie packets

Make the packets the night before or in the morning before going to work. That way they're ready to place on the grill when you come home.



 30 mins or less



PREP TIME
15 min



COOK TIME
10 min



SERVINGS
4

Ingredients

- 1 bunch of fresh asparagus, trimmed
- 2 red bell pepper, sliced
- 2 small yellow zucchini (summer squash), sliced
- 60 mL (1/4 cup) chopped fresh basil
- 30 mL (2 tbsp) chopped fresh parsley or chives
- 2 cloves garlic, minced
- 4 baby bok choy, cut in half lengthwise
- 15 mL (1 tbsp) Dijon mustard
- 10 mL (2 tsp) canola oil
- 15 mL (1 tbsp) chopped fresh thyme leaves
- 1 mL (1/4 tsp) fresh ground pepper
- 4 salmon fillets, skinned (about 125 g/4 oz each)

Directions

1. Cut asparagus stalks in half crosswise and place in large bowl. Add red pepper, zucchini, basil, parsley and garlic. Toss together to combine.
2. Lay out four large pieces of foil and divide bok choy among them. Top with asparagus mixture; set aside.
3. In small bowl, whisk together mustard, oil, thyme and pepper. Add salmon and turn to coat evenly. Place one piece of salmon on top of the bok choy-asparagus mixture. Fold foil to seal or place another piece of foil on top to seal and form packets.
4. Place packets on greased grill over medium heat and cook for about 10 minutes.
* Use a digital food thermometer to check that salmon has reached an internal temperature of 70°C (158°F).

Recipe developed by Emily Richards, PH, EC for the Heart and Stroke Foundation. Reproduced with permission from the Heart and Stroke Foundation of Canada.

Tips

- ✓ Little chefs will get a kick out of using their hands to **snap the ends** off the asparagus.
- ✓ To get rid of the woody ends, **bend each stalk** near the bottom end and it will break off at the right spot.
- ✓ **Try this oven variation:** Place packets on large baking sheet and bake in preheated 220°C (425°F) oven for about 15 minutes.
- ✓ Switch up your fish. Look for firm fleshed fish such as **halibut, tilapia, trout** or **snapper** to substitute for the salmon.

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Health Canada Santé Canada



JOB OPENING

NATURAL RESOURCE COORDINATOR



Job Summary: The Natural Resources Coordinator coordinates and organizes various projects within the Xats'ull Natural Resources Department. Projects that the Natural Resources Coordinator will focus on may include fire recovery, emergency planning and support on other department files. You will contribute to the overall success of the Natural Resources Department by liaising with government & third parties, supporting internal capacity and maintaining information as required.

Duties and Responsibilities:

- Assists Natural Resources Manager in completing projects in the Natural Resources Department
- Works with and coordinates temporary staff/teams involved in any on-going projects
- Liaises with government and third parties in a professional manner
- Works collaboratively with other departments to achieve common goals
- Monitors project progress and adjusts workplans as necessary
- Aids in creating/managing departmental budgets and preparing funding applications
- Provides accurate records of all meetings and events and briefs management as required
- Has knowledge of current agreements with government and industry and tracks timelines and deliverables
- Participates/organizes in various community and staff meetings to engage community members and solicit input

Qualifications:

- Diploma/Degree in Natural Resources Management or equivalent combination of education and experience
- Familiarity with natural resource issues and a willingness to learn
- Experience working with First Nations is an asset
- Proficient with computers (Microsoft word, excel, powerpoint, etc)
- Knowledge of Secwepemc language, culture, and history is an asset

Conditions of Employment:

- Must have a valid Class 5 BC Drivers Licence
- Must be physically able to meet fieldwork requirements (moderate hiking in remote site locations)
- Office hours 8:30am-4:30pm, Monday to Friday

Email your Application to: Human Resources **Email:** hr@xatsull.com

Mail your Application to: **Fax to:** 250 989-2300

Attention: Human Resources
Xats'ull First Nation (Soda Creek First Nations)
3405 Mountain House Road,
Williams Lake, BC V2G 5L5

Application Deadline: Open until filled
Applications will be accepted by email, hand delivery, fax or by mail.

NOTE** Only those selected for an interview will be contacted.
Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.

JOB OPENING

MAINTENANCE WORKER



Reports to: Capital Infrastructure Manager

Job Summary:

The Maintenance Worker effectively provides maintenance services using strong diagnostic, repair, and organization skills to coordinate repairs, purchase of supplies, scheduling preventative maintenance and reporting on specific issues for buildings and facilities.

Duties and Responsibilities:

1. Performs day-to-day maintenance duties for all assigned buildings, developing an organized approach to repairs and scheduling preventative maintenance
2. Undertakes basic carpentry duties
3. Ensures plumbing and propane tanks are working and there are no leaks
4. Checks windows and doors to ensure they are secured properly with locks as required, and are in good condition
5. Changes any broken or worn fixtures, including light bulbs
6. Ensures there is appropriate heating/cooling functionality in the buildings; schedules furnace maintenance
7. Notifies supervisor immediately of any significant damage to buildings or equipment
8. Provides services to maintain roads which includes ensuring culverts are clean and potholes are filled
9. Ensures parking lots and walkways are cleaned of snow and sanded during the winter months
10. Obtains supplies for maintenance as required
11. Ensures areas around fire hydrants are kept clear and visible, and that chimneys are regularly maintained
12. Inventories all equipment and supplies in maintenance yard and ensures the yard is clean, tidy and free of debris
13. Creates a safe and healthy environment with well maintained facilities
14. Participates in various community, council and committee meetings
15. Other duties as assigned or required

The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.

Qualifications

Education:

- Graduation from High School Grade 12
- Registration in an apprenticeship program would be an asset

Competencies:

The Maintenance Worker should demonstrate competence in some or all of the following:

- **Delivers on Commitments** - Delivers on commitments to internal and external customers, demonstrating a sense of urgency and follow-through
- **Communicates Information** - Communicates and discusses with team critical information including rationale behind decisions. Creates an environment where open honest communication is valued and develops strong, cooperative relationships
- **Planning and Organizing** - Establishes and plans a clear course of action, involving others as appropriate, managing activities and monitoring results to accomplish specific goals and timetables

JOB OPENING

Skills and Abilities:

- Proficiency with the use of tools and carpentry equipment
- Ability to work independently and build effective interpersonal relationships
- Ability to self-regulate, meet deadlines, have attention to detail, and respect confidentiality

Experience:

- Six months to one year maintenance or related experience

Working Conditions:

- Travel may be required
- Hazards may include use of commercial/industrial cleaning chemicals, climbing, lifting, carrying, pushing/pulling, operating tools and equipment
- Ability to perform the physical requirements of the job which include: carrying, lifting, standing and walking
- Non-standard hours of work
- Receives minimal supervision with occasional direction and very few checks of the work performed

Conditions of Employment:

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's Licence

Directly Supervises:

- None

General Category:

- Operates as part of a team and is flexible about the boundaries and functions of the job
- Maintains open and professional communications with co-workers, leadership and all others who do business with XFN
- Ensures that all internal and external deadlines are met
- Travels as required in the performance of their job
- Serves on committees as directed by the Band Administrator
- Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
- Successfully completes all training courses undertaken at the direction of Supervisor
- Maintains confidentiality of all information seen, heard or obtained by virtue of employment
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

Email your Application to:

Leasa Williamson, Executive Assistant

Email: execasst@xatsull.com

Mail your Application to:

Attention: Leasa Williamson

Soda Creek Indian Band

3405 Mountain House Road, Williams Lake, BC V2G 5L5

Fax: (250) 989-2300

Application Deadline: **Open until filled**

Applications will be accepted by email, hand delivery, fax or by mail.

NOTE** Only those selected for an interview will be contacted. Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.

JOB OPENING HOUSING MANAGER



Job Summary: The Housing Manager contributes to the overall success of the organization by coordinating access to housing assistance, advisory services, identifying housing needs, managing rent and maintenance fees, administering housing renovations, and maintenance, managing the budget and meeting reporting requirements for housing in the community according to the organization's vision, objectives, and strategic direction. The Housing Manager oversees staff and inspects facilities, using excellent communication skills to build productive and effective relationships.

Duties and Responsibilities

- Operations:**
1. Develops an operational plan which incorporates goals and objectives for programs and services, including program delivery and evaluation
 2. Delivers the provision of housing to community members by establishing and implementing policies and procedures, managing maintenance of the premises through work orders and purchase orders, arranging for renovations and repairs that meet building codes and standards
 3. Prepares an annual budget for approval by the Band Administrator and monitors expenditures throughout the year to stay within budget
 4. Undertakes annual housing inspections documenting findings and adding new requirements to annual plans and budgets
 5. Develops tools and systems to educate tenants, promote reporting of maintenance issues and compliance with policies and sense of responsibility and ownership
 6. Oversees the collection of rents and maintenance fees, and develops a collection system for arrears, accounts for and forwards all payments to CMHC, loan applications and renewal documents
 7. Meets regularly with government bodies, industry, First Nations organizations, etc. to share information and identify problem areas, and works towards developing solutions to issues
 8. Identifies, promotes and coordinates partnership opportunities with Aboriginal and non-Aboriginal communities focusing on housing, public works, maintenance and capital initiatives
 9. Conducts needs assessment with the community to identify needs and to provide information to external agencies as well as governing body that feeds the operational plan
 10. Consults and liaises with other housing, public works, maintenance and capital experts to share information and to potentially formulate joint special projects which would enhance the delivery of existing programs and services
 11. Chairs Housing Committee, sets up meetings and creates the agenda, minutes and other documentation
 12. Works closely with Social Development in the administration of rents for tenants on Social Assistance
 13. Creates a safe and healthy environment where facilities are well maintained

Human Resources

- and Administration:**
1. Oversees contractors; involved in the recruitment and development of staff
 2. Takes responsibility for the orientation, performance review and development of staff
 3. Manages team performance by setting expectations and regularly reviews performance with staff; acts as coach and mentor to address performance issues; and administers progressive disciplinary actions as required
 4. Ensures employee compliance with Band policies and procedures

JOB OPENING

5. Coordinates and leads staff meetings, sets the agenda, provides minutes and clearly communicates Band information to all staff
6. Keeps the Band Administrator informed of sensitive and important issues and events
7. Prepares and submits regular activity reports and statistics to appropriate agencies and the community
8. Ensures there is a system of checks and balances for the maintenance of accurate and confidential files and records; complies with reporting requirements
9. Maintains database to track and follow up on all contracts, projects, and properties
10. Develops a communication strategy for public awareness of programs and events
11. Participates in various community, council and committee meetings
12. Establishes and maintains annual operating budget and works to secure adequate revenue and funding
13. Other duties as assigned or required

Education: • Bachelor's Degree in Business Administration or related field

Skills and Abilities: • Knowledge of the provision of housing principles, practices, policies and procedures to consult with staff and various other governing bodies and agencies
 • Knowledge of building codes and standards with an ability to read blue prints
 • Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
 • Ability to work independently and build effective interpersonal relationships
 • Ability to self-regulate, meet deadlines, have attention to detail, and respect confidentiality
 • Ability to develop reports that identify issues and solutions
 • Ability to plan, estimate, budget and manage finances

Experience: • Three years to five years business, property management, or related experience

Working Conditions: • Travel will be required
 • Non-standard hours of work
 • Receives minimal supervision with occasional direction and very few checks of the work performed

Conditions of Employment: • Must be able to obtain and maintain a Criminal Records Check
 • Must be able to obtain and maintain a valid BC Driver's Licence
 • Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements

Email your Application to: Human Resources **Email:** hr@xatsull.com

Mail your Application to: Xat'sull First Nation
 3405 Mountain House Road,
 Williams Lake, BC V2G 5L5 **Fax:** (250) 989-2300

Application Deadline: Open until filled

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NOTE Only those selected for an interview will be contacted. Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.**

JOB OPENING

COMMUNITY ECONOMIC DEVELOPMENT/ EMPLOYMENT COORDINATOR



Job Summary: Reporting to the Band Administrator, the Community Economic Development/ Employment Development Coordinator assists in the research, investigation and development of cultural, traditional and business opportunities that increase financial and social gains for the community, oversees the management of existing economic activities and coordinates social gatherings that strengthen the community. Responsible for the successful coordination of employment related services including providing job search support, identifying available positions, and providing training and information sessions and other assistance. Establishes effective working relationships with community groups, employers, funding agencies and other external contacts.

Skill and Abilities:

- Proven ability to build effective working relationships and have strong networking skills
- Excellent verbal and written communication skills, effective listening skills, and strong public relations, customer service and public speaking skills
- Proven ability to effectively self-manage workload to deliver on assignments and projects on time and with good results
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet to the intermediate level (capable of using a large number of functions and feel confident using the program)

**Qualifications
Education:**

- Diploma in Business Administration or Economic Development

Experience:

- Two (2) years related experience in tourism, economic development, business, or administration
- Supervisory experience, as well as developing and managing budgets

**Working
Conditions:**

- Minimal Supervision with occasional direction and very few checks of the work performed
- Non-standard hours of work maybe required on occasion
- Travel is required

**Type of
Employment:**

- 35 hours per week, subject to 90-day probation -full benefit package after completed probationary period

**Conditions of
Employment:**

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements

How to Apply:

- Please Provide a cover letter with salary expectations and availability.

**Email your
Application to:**

Human Resources

Email: hr@xatsull.com

**Mail your
Application to:**

Xats'ul First Nation
3405 Mountain House Road, Williams Lake, BC V2G 5L5

Fax: (250) 989-2300

**Application
Deadline:**

Open until filled

Applications will be accepted by email, hand delivery, fax or by mail.

NOTE Only those selected for an interview will be contacted. Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.**