



Fraser River Run

The monthly newsletter of Xat'sull First Nation

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STAFF WEAR PINK AGAINST BULLYING

Staff were united in wearing pink sweaters and t-shirts on Feb. 23 for Anti-Bullying Day.

Pesxuxem (snow melting month) – March



Mt. Timothy trip for Youth Council

Part of Youth Council went skiing on Feb. 5. Turnout was unfortunately a little dampened due to COVID-19 but those who attended still had a great time.

As it was the first time going skiing for multiple of the participants, there was definitely a bit of a learning curve but it was all in good fun.

Youth Council is planning a few more upcoming activities and new members are always welcome. For more information, email communications@xatsull.com.



Busy month at Health Department

The last week in January and most of February have been busy at the Health Department.

Though a few activities had to be postponed due to COVID-19 or community services, there was time for another paint night, as well as ribbon making, snow shoeing and an Elder's Bingo, among other things.

The latter saw Cst. Kevin Neufeld, who's back in the community, make bannock.

Additionally, fruit and vegetable bags were sent out to the community (also a quick reminder that if anyone is in need of food, the food bank is open to any members, whether they reside in the community or not - for more information on the food bank contact Jennifer Stinson).

Finally, please note that massage appointments, counselling and integrative healing sessions are available at the Health Station on an ongoing basis.

To book an appointment, please call 250-989-2355 or email healthreceptionist@xatsull.com.



Staff updates

At Xat'sull First Nation, one of our goals is to keep you informed of what we're working on. With that in mind, we asked staff to share some of the things they've had going on. If you've got questions about these items or what else we might be working on, we'd love to talk to you.

Norman Champagne

Band Administrator

- Backlog of Band Administration priorities (i.e. hiring housing and economic development managers)
- Departmental reviews
- Planning Processes and Structures

Mike Stinson

Mining Coordinator

- Mt. Polley Meeting
- Upcoming mining meetings
- Preparing a community input forum

Comment: XTR is gearing up for an environmental assessment for Spanish Mountain Gold.

Sally Sellars

Lands Coordinator

- Fraser River East Corridor Interior Douglas Fir (IDF) Landscape Plan Workshop Series
- Old Growth Deferrals Areas
- Ongoing traditional landholdings & land use planning

Comment: A new date will be set for upcoming IDF workshops

Marjorie Sellars-Cady

Accounts Payable / Payroll

- Payroll
- Payables
- Filing

Darrin Sargent

Referrals Coordinator

- Referral for Old Growth Deferral Areas
- B.C. Timber Sales 5 year plan
- Xat'sull Woodlot License Plan

Gordon Keener

Treaty Manager

- Child & Family technical
- Treaty ratification
- Shared decision making (Department of National Defence protocol)

Belinda March

Receptionist

- \$500 COVID disbursements
- Reception

Comment: If you've missed the disbursements, you can still apply.

Tinesha Jakesta

Finance Assistant

- \$500 COVID disbursements
- Financial reporting
- Getting ready for audit

Leasa Williamson

Executive Assistant

- Resume reviews & interview process
- Updating HR + procedures manuals
- C&C meetings, agendas & minutes

Comment: I'm always working on insurance

Gavin Buerge

IT Coordinator

- New/faster website server
- General maintenance of the computers/network
- Changes to the phone system

Levi Sellars

IT intern

- Setting up laptops
- Comptia A+ certification

Rae-Lyn Betts

Health Manager

- Children & Families Community Steering Committee
- Planning for next fiscal year
- Health/COVID regulations

Comment: Health has rapid tests available.

Dawn Armes

Sr. Finance Manager

- Budget preparation for the 22/23 fiscal year with managers
- Review of the 21/22 fiscal year budgets
- Reporting

Jessie Hunlin

Treaty/NR Assistant

- Making arrangements for services
- Organizing the food bank
- Elders' jackets



Jennifer Stinson, Social Development Coordinator

Hi everyone, I cannot believe it is March already, just seemed like we were celebrating the holidays, these past few months are just flying by.

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.

- The Food Bank is open to ALL MEMBERS, (including the one's living in town). It is open every other Thursday from 1:30 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 carries 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.
- I am also still looking for anyone to haul wood for Income Assistance Clients. The rate has gone up to haul wood, from \$150 per cord, to now \$175

per cord.(I try to get at least four cords each round, if not two cords for the client.) One can reach out to me by email socdev@xatsull.com, or phone call at 250-989-2323 Ext. 102.

Upcoming sessions:

- March 7th to the 10th Urban Firefighting Training (Time & Location TBA)
- And lastly, just a friendly reminder to ALL the I.A. Clients; please have your Monthly Declaration Forms in by the 10th of every month. Failure to do so, will be termination of Income Assistance.

Staff updates continued...

Kelly Menakian

Head Start Coordinator

- Head Start learning packages
- Speech and language workshops for parents and children
- Resourceful sewing and projects and fun child friendly activities

Comment: Marnie Howell has moved on from the Education Department. Avo Menakian is communicating with students and taking care of the department's needs while Kelly Menakian is

planning and preparing for upcoming packages and events.

Dennis Elliot

Capital Infrastructure Manager

- Investigation into running SC water line under highway 97 to house # 5541
- Landslide Assessment at SC
- DC WTP Pump House # 1 replacement, well cleaning, and pump replacement

Comment: Pump house replacement to happen in the spring, the Landslide Assessment nearing completion.

Max Winkelman

Communications Coordinator

- Ranch branding including the website, signage etc.
- Regular communications (Fraser River Run, billboard, websites, posters and more)
- Preparing for a Youth Council trip to visit universities during Spring Break.

Comment: We're really close on an official announcement for the Ranch name/logo. We also have a new page with external job postings on our website.

Miriam Schilling is back temporarily

Miriam Schilling is back to working at the Band, at least temporarily, in the role of Economic Development and Employment Coordinator.

She has previously held the role from 2010 to 2017, running the Xat'sull Heritage Village, Campsite and trail development among other things.

"I really enjoyed and live pretty close, kind of

like a neighbour to the community just at Bull Mountain and came back to help out a little bit."

Schilling wasn't interested in coming back permanently and full time but could help out and fill in to keep things from piling up while the Band searches for a more permanent solution.

"I think it's a win-win for all of us."

So far it's a 30 day contract that can be

extended or shift to help on-board a new hire or to help with grant writing if the position is filled.

"It's almost like I never left in a way but there's also a lot of catching up and new exciting projects."

If anyone is looking for work, a new page on the Xat'sull website is set up with external job postings but she also invites anyone looking for a job to come see her.



Kelly Menakian, Head Start Outreach Coordinator

literacy sessions for children with Cariboo Chilcotin Partners for Literacy

Beginner computer lessons for Elders

Puppet making and painting classes for children and parents

Easy and practical sewing projects

Last week, I delivered a 'Friends' themed learning package to celebrate our friends and family for Valentine's Day. Keep an eye out for another one coming soon to introduce children to simple concepts about what money is, as well as earning and saving it.

This will coincide with St. Patrick's Day and

there will be some fun items included!



Lindie Mitchell is Xat'sull's new part-time janitor. We're excited to have her on the team and hope she enjoys her new position!

Hello Xat'sull Members,

A lot has happened in the last few months in our community and it's hard to believe March is almost here.

Some upcoming workshops and programs I'm working on are:

Indigenous Pals

Thank you for helping us out

Hello to all Band Members and helpers of our community. I would like to thank our new Band Administrator Norman, who I've never met yet, for showing respect enough to close the Band Office while a service was going on in the community. My son may not have been registered here, but I am, his grandmother and great grandparents were. He has a home to come to in the end, and that's what counts.

Thank you to Chief

Sherri for being there, Maxine for posting the service date, Janae for the eulogy, Laci and Kayla Lulua for a bit of a slideshow, Jayden, Jeannie, Marnie, Jessie and any other cooks.

I may have forgot, Kelly for sanding and plowing as well as Chuck for plowing, Larry Evans for being dedicated fire keeper, the main wood cutters Jordan and Max, and all who helped in every little way.

Without the support and company, it would have

been even harder.

It's funny how a death has to be the reason for coming together and being able to show respect and kindness to each other. Very nice to see and experience but, of course, for the wrong reasons!

I feel for the ones who have lost someone they love, believe me I know how it feels.

I'm also very thankful that I still have someone to love, teach, listen to, cry with, laugh with or just to be beside.

There will never be enough thank you's... like to the loyal friends and family members of my son, our mom, our bro Joe, cuz Dale.

The Bella Colla band for the costs and donations from whoever, I thank you.

Mariah, Krissy, Carmen for the many many beautiful center pieces and picture.

You all did an awesome job. Hope I didn't forget anyone, and if I did, sorry.

Love you all

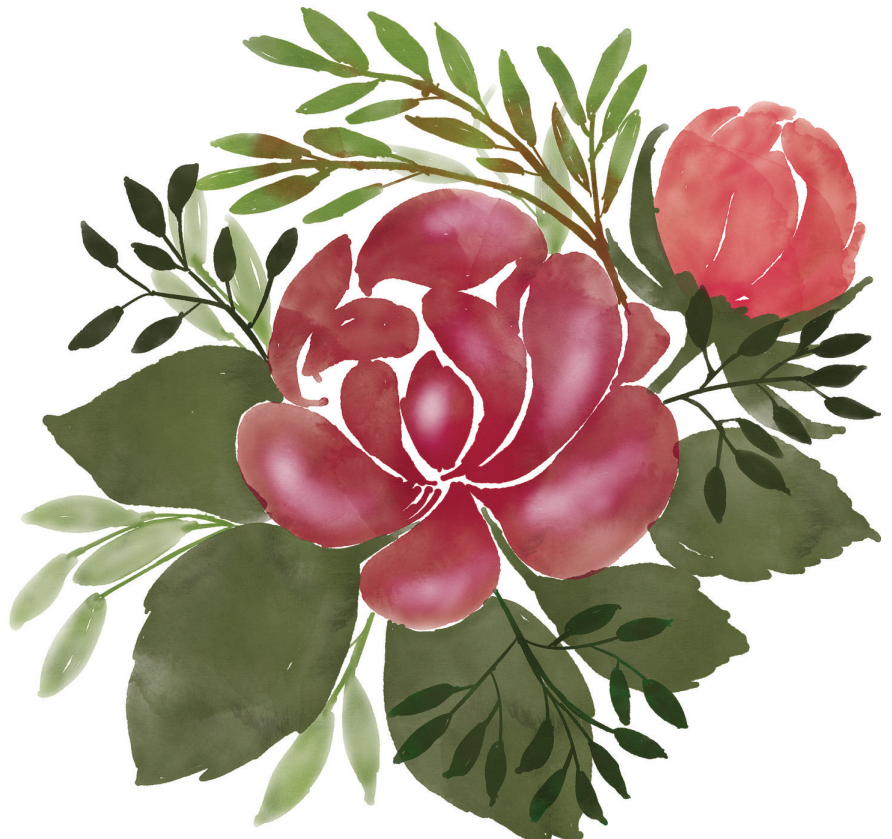
Deana Haines

Thank you to the community

Thank you to the community and staff members who have offered support and help in the past year. There have been a lot of stressful events and community loss; our family is no exception. It's meaningful to see people coming together at a time when society has been spread so far

apart. I wish you well and appreciate your time and kind words. My momma would thank you too.

*Kelly
Menakian
(Haines)*



March

2022

SOCIAL DEVELOPMENT DEPARTMENT



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 MID-MONTH	3 FOOD BANK 1:30 – 4:00 pm	4	5
6	7 Pre-Employment Program Urban Firefighting Training (time & location TBA).	8 Pre-Employment Program Urban Firefighting Training (time & location TBA).	9 Pre-Employment Program Urban Firefighting Training (time & location TBA).	10 Pre-Employment Program Urban Firefighting Training (time & location TBA).	11 HOUSEHOLD BILLS DUE, EITHER BY EMAIL OR DROP OFF @ THE OFFICE MONTHLY DECLARATION FORM DUE TODAY TOO	12
13	14	15	16 SA DAY	17 FOOD BANK 1:30 – 4:00 pm St. Patrick's Day	18	19
20	21	22	23	24	25	26
27	28	29	30	31 FOOD BANK 1:30 – 4:00 pm		



Elders St. Patty's Party

THUR, March 17th, 2022

12:00-2:00 pm

Xatśūll Gym



Call Health at 2503989.2355 to sign up. There will be lunch, games, and door prizes!





Elders Lunch & Craft

TUE, MARCH 1, 2022

12:00-2:00 pm

Health Station

Join us for an Elders Lunch and Craft. We will have yummy food and a fun craft to create. Call Health at 250.989.2355 to sign up.

Covid protocols in place. Open to Xatsull Community Members.



St. Patty's Fun & Dinner



Cookie Decorating & Games



THUR, March 10th, 2022

5:30-7:30 pm

Xatśūll Gym

Join us for cookie decorating, games, fun and dinner

Call Health at 250-989.2355 to sign up

Covid protocols in place
Open to Xatsull Community Members



Massage



WITH KIM LITTLEWOOD

OF NORTH OF 7 BODYWORKS & MASSAGE

MARCH 14-18, 2022

APRIL 11-15, 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



Every Tuesday Evening

3:00-7:00pm (drop in)

Health Station

Join us for Cultural Night and learn about different
salves, how to make a drum, etc. The Cultural Activity
will depend on weather. We provide snacks.

Covid protocol in place

Call Health if you have any questions, 250.989.2355.

Open to Xat'sūll Community Members only





TUE, MARCH 8, 2022

9:00-4:30 pm

Xatśūll Health Station

Healing Touch is a relaxing, nurturing, heart-centered energy therapy that uses gentle, intentional touch that assists in balancing physical, emotional, mental and spiritual well-being. It is safe for all ages and works in harmony with standard medical care to support our innate ability to heal.



Kristine Jensen, RN

Kristine is a certified Healing Touch Practitioner with many years of experience providing this service to those looking for healing modalities that compliment their medical treatments.

To book an appointment, call Health at 250.989.2355

XATŚŪLL CMETĒM WALK RUN GROUP STARTS BACK UP!



The Xatśūll Cmetēm Walk Run Group is inviting you to join them.

Meetings are in the Gym between 9 a.m. and 12 p.m. on the following Sundays:

Jan. 23	Feb. 6
Feb. 13	Feb. 20
Feb. 27	Mar. 6
Mar. 13	Mar. 20
Mar. 27	Apr. 3
Apr. 10	Apr. 17

For more information, contact Jessie Hunlin at 250-989-2323 ext. 120





TUTORING SUPPORT

If your child is in need of tutoring, please make the necessary arrangements through their school.

Xat'sull will cover the costs of the tutoring. Please call 250-989-2323 ext. 104 or email edassist@xatsull.com to let us know.

Urban Members need to contact education in advance.

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

EASY PUZZLE

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

MEDIUM PUZZLE

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

HARD PUZZLE

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

VERY HARD PUZZLE

COLOURING

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

EASY SOLUTION

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

HARD SOLUTION

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

MEDIUM SOLUTION

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

VERY HARD SOLUTION

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Beef and bean burger

This burger uses beans and beef to give you the best of both worlds! Serve with a salad to add crunch and colour.



Kid-friendly



Freezer-friendly



PREP TIME
20 min



COOK TIME
15 min



SERVINGS
8

Ingredients

- 1 can (540 mL/19 oz) low sodium black beans, drained and rinsed
- 125 mL (½ cup) finely chopped onion
- 3 cloves garlic, minced
- 30 mL (2 tbsp) Dijon mustard
- 5 mL (1 tsp) ground cumin
- 7 mL (½ tbsp) paprika
- 2 mL (½ tsp) salt
- 1 mL (¼ tsp) black pepper
- 1 egg
- 454 g (1 lb) extra lean ground beef

Directions

1. Preheat the oven to 200 °C (400 °F) and line a baking sheet with aluminum foil.
2. In a large bowl, mash black beans with a fork or a potato masher.
3. To the same bowl, mix in onion, garlic, mustard, cumin, paprika, salt, pepper, and egg.
4. Add ground beef and mix thoroughly. Firmly form into 8 burger patties and place onto the baking sheet.
5. Bake for 15 to 17 minutes. Use a **digital food thermometer** to check that the burgers have reached an internal temperature of 74 °C (165 °F).

Tips

- ✓ Create a “make your own burger” bar and have your kids add their own toppings.
- ✓ The burger patties will keep their form better because the beans are mashed.
- ✓ Half the size of the burger to make mini sliders and serve as an appetizer.
- ✓ Tightly wrap and freeze leftover burger patties for up to 4 months.

Recipe developed by the Food Innovation and Research Studio at George Brown College for the Guelph Family Health Study's cookbook and Health Canada.

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Health
Canada

Santé
Canada

Canada



JOB OPENING

EDUCATION MANAGER



Job Summary:

The Education Manager is accountable for the successful operations of the Education program according to the organization's vision, objectives, and strategic direction. This position is responsible for the efficient operations of all daycare, elementary, secondary and post secondary education matters and is an advocate for education in the community. Possessing excellent communication and management skills, the Education Manager builds effective working relationships with community groups, funding agencies and other external contacts, and has a clear, results oriented focus on community development.

Duties and Responsibilities

Program Management:

1. Develops an operational plan which incorporates goals and objectives for programs and services aligned with the strategic direction, including program delivery and evaluation
2. Manages the day-to-day operations of various educational programs such as the Head Start and Day Care Program, Elementary/Secondary and Post Secondary education programs, Post Secondary Educational Assistance Program (PSEAP), and evaluates these programs
3. Conducts needs assessments, identifies learning gaps, and provides leadership to develop plans and priorities in creating programs to address the learning requirements of the organization and community that improve learning outcomes
4. Coordinates post secondary student programs including reviewing applications with the Xat'sull Education committee, creating sponsorship and follow-up letters
5. Manages education agreements between governing bodies and School Districts
6. Liaises with education institutions to advocate for students to have access to all program information
7. Provides counseling services related to further educational goals and plans
8. Creates a safe and healthy environment for students, employees and participants
9. Participates in various education council and committee meetings (FNEC, FNEC, Skills Development Working Group)
10. Recognizes educational achievements of community members and works with school administration to coordinate events celebrating successes
11. Identifies and partners with a variety of organizations to formulate joint special projects which would enhance the delivery of existing education programs and services to students
12. Develops a communication strategy for public awareness of programs and events
13. Acts as a community liaison and represents the organization at community activities and events
14. Develops database on education levels and requirements of the community

Human Resources and Administration:

1. Oversees and supervises all program staff; coordinates and participates in the recruitment of staff.
2. Responsible 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 consults with Band Administrator when progressive disciplinary actions are required
4. Ensures employee compliance with Band policies and procedures
5. Coordinates and leads staff meetings, setting the agenda, providing minutes and clear communication of Band information
6. Keeps the Band Administrator informed of sensitive and important issues and events
7. Assists in identifying maintenance needs for Education facilities

Finance / Reporting: 1. Ensures all education funds are authorized and properly accounted for

JOB OPENING

2. Prepares and monitors budgets; provides appropriate funding to eligible students and tracks payments
3. Ensures regular reporting to appropriate agencies, most importantly completing financial reporting for respective government funding bodies
4. Writes proposals to secure funding or develop programs
5. Manages the preparation and submission of program reports, recommendations for program improvements and program evaluations
6. Other duties as assigned or required

Qualifications**Education:**

- Degree or Diploma in Education or Business Administration or related studies

Skills and Abilities:

- Ability to work independently and build effective interpersonal relationships
- Ability to organize, prioritize and manage concurrent projects and deadlines
- Understanding of legislation on Labour Code, Occupational Health and Safety, Privacy and Human Rights, as well as requirements for AANDC
- 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)
- Demonstrated knowledge of Education Programs, government and school regulations headstart and daycare regulations
- Understanding of First Nations needs, issues and concerns

Experience:

- Three to five years education, business and/or management experience
- Experience supervising and managing staff
- Experience in the development of curriculum, proposals for funding, program assessment, and financial management

Working**Conditions:**

- Some travel to affiliated organization locations will be required
- Ability to perform the physical requirements of the job which may include heavy lifting and carrying occasionally
- May need to respond to rare after-hours or emergency calls
- Receives moderate supervision with less frequent direction and review 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 OR access to company vehicle is provided and requires a valid Driver's Licence

**Mail or fax your
cover letter and
resume to:**

Human Resources
Xat'sull First Nation
3405 Mountain House Road,
Williams Lake, BC V2G 5L5

Email: hr@xatsull.com
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

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.**