



EMPLOYMENT COORDINATOR

Type of Position: Part-time, (21 hours / week) Permanent

About the Position:

Xat'sull First Nation, a vibrant and growing Indigenous community near Williams Lake, is deeply connected to our rich heritage, culture, and beautiful natural surroundings. Our Nation remains committed to supporting the prosperity and well-being of our community members, with 125 members residing on-reserve and approximately 300 off-reserve.

Reporting to the Director of Education, the Employment Coordinator plays a critical role in supporting community members in achieving meaningful employment and career goals. The coordinator is responsible for developing, implementing, and managing employment readiness programs, career counseling, and job placement assistance. The role emphasizes culturally relevant approaches to employment support, addressing the unique needs and strengths of Xat'sull First Nation community members.

Skills and Qualifications

- Knowledge, Skills, and Abilities:
Proven experience in employment counseling, career development, or related fields.
- Strong interpersonal and communication skills, with the ability to provide supportive, culturally sensitive guidance.
- Ability to develop and facilitate workshops, training programs, and employment readiness initiatives.
- Familiarity with employment legislation, labor market trends, and job development strategies.
- Demonstrated organizational skills with the ability to manage multiple priorities effectively.
- Awareness of trauma-informed practices and their application in employment support.
- Understanding of First Nations' cultural practices, values, and needs, particularly relating to employment and economic development.

3419 Mountain House Road, Williams Lake B.C., V2G 5L5
Phone: (250) 989-2323 / Fax: (250) 989-2300
email: reception@xatsull.com
www.xatsull.com

- Commitment to fostering a supportive and empowering environment for community members.

Experience and Education Requirements:

- Certification or diploma in career development, social services, counseling, or a related field from a recognized institution.
- Minimum of 2+ years' experience in employment counseling, career coaching, or a similar role, preferably working with Indigenous communities.
- Proven experience in creating inclusive and culturally relevant employment programming.

Other Requirements:

- Professional appearance and conduct.
- Adherence to all Xat'sull First Nation Policies and Procedures and commitment to the community's values and culture.
- Successful completion of a criminal record and police record check.

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to hr@xatsull.com.

Closing Date: Open until filled

Applications are assessed as they are received therefore early application is recommended. Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.

Work Location: In person