



Job Posting Employment Coordinator

BRIEF OVERVIEW

Reporting to the Director of Education, the Employment Coordinator is responsible for supporting the employment and training assistance for community members to increase their employability. They will assist individuals with cover letters, resumes, job searches, post secondary applications, and to research and make applications for other trainings and/or employment as needed. The Employment Coordinator will also assist departments with their hiring needs and the ability to meet the outcomes of small and short-term projects.

COMMUNICATIONS / CRITICAL SKILLS	FOUNDATIONAL KNOWLEDGE
<ul style="list-style-type: none">• Strong organizational, prioritization, and project management skills.• Excellent communication and interpersonal skills.• Ability to work independently and build effective interpersonal relationships.• Strong organizational skills with the ability to manage concurrent projects and deadlines.• Communicating information to various levels of the organization via different mediums (email, presentation, etc.).• Resolving conflict with internal/external using tact/diplomacy.• Ability to develop, administer and achieve departmental goals and objectives.• Strong focus on client service and accessible communications.• Juggle rapidly changing priorities, using innovation and resourcefulness.• Respect, patience, understanding, objectivity and professional manner.• Must maintain a high level of confidentiality.• Proven ability to deliver results when working both independently and within a team environment.• Ability to maintain confidentiality and impartiality while being empathetic.	<p><u>Required:</u></p> <p><i>Indigenous Perspective</i></p> <ul style="list-style-type: none">• Demonstrated knowledge of employment searched.• Understanding of First Nations needs, issues, and concerns. <p><i>Western Ways</i></p> <ul style="list-style-type: none">• Training or Diploma in HR, Vocational Support, or Education Assistance.• Two to three years of experience in Vocational and Education support roles.• Experience in curriculum development, proposal writing for funding, program assessment, and financial management.• Proficiency in using computers: Microsoft 365, Microsoft Word, Excel, Outlook, PowerPoint, and various video conferencing platforms.• Valid driver's license (BC Class 5) and satisfactory driving record.• Criminal records check (vulnerable sector). <p><u>Preferred:</u></p> <ul style="list-style-type: none">• First Aid/CPR, WHMIS

Job Title: Employment Coordinator	Job title External (if different):
Reports to: Director, Education	Pillars/Programs: Education
Direct Reports: 0	Date: August 2025
Overtime Eligible: Yes	Expected Travel: 15%
Financial Scope: None	Location: 3405 Mountain House Road Williams Lake, BC
Term: Part-time, Permanent	Grid: 4

Preference will be given to those of Aboriginal Ancestry - per Section 16(1) of the Canadian Human Rights Act.

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

