



## Job Posting Employment Coordinator

Permanent Part Time (24 hours per week)

### 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.

### KEY RESPONSIBILITIES

---

The Employment Coordinator is responsible for the following key functions.

#### Program Coordination:

- Writes proposals in request for training funds, searching for additional funding from outside sources, assisting clients successfully in their search for jobs and/or training.
- Identifies clients in need of employment support and conduct needs assessments to identify gaps and develop strategies to address them for each client.
- Works with clients to further develop their skills and abilities so that clients can pursue opportunities and trainings in a barrier reduced setting, for their specific field of study or interest, and able to enter a field of their interest with the requisite skills for success.
- Coordinates the day-to-day operations of educational initiatives and projects.

#### Student and Community Engagement:

- Engages with community members who need education and employment support to help them successfully develop career and education plans to get into post-secondary or a career of their desire.
- Serves as a liaison between students, parents, educational institutions, and the community.
- Organizes and participate in community events and activities that promote education and learning supports.
- Provides counseling and guidance to clients regarding their educational goals and career planning.
- Collects, organizes, and analyzes information about individuals through records, tests, interviews, and professional sources.
- Provides group educational and vocational guidance services.

#### Administrative and Financial Management

- Prepares and manages budgets for educational programs, ensuring proper allocation of funds.
- Provides written reports to Chief and Council where needed, as well as all reporting needed by CCATEC.
- Tracks and reports on program expenditures and financial activities.
- Develops and submits proposals for funding to support educational initiatives.

#### Collaboration and Partnerships:

- Works with community groups, funding agencies, and external partners to enhance educational opportunities.
- Develops and maintains effective working relationships with educational institutions and other relevant organizations.

#### COMMUNICATIONS / CRITICAL SKILLS

- Strong organizational, prioritization, and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and build effective interpersonal relationships.

#### FOUNDATIONAL KNOWLEDGE

##### Required:

##### *Indigenous Perspective*

- Demonstrated knowledge of employment searched.

- 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.

### **WORKING CONDITIONS (MENTAL, PHYSICAL & ENVIRONMENTAL DEMANDS)**

#### Mental:

- Dealing with large amounts of data.
- Dealing with tight timelines/budget constraints.
- Dealing with highly sensitive situations, crisis management and conflict resolution.
- Making difficult decisions that may have impact on others.

#### Physical:

- Work long hours using computer or other equipment.
- Work long hours or evenings/weekends.
- Some/Occasional/Frequent travel is required.
- Work long hours may include standing, sitting, crouching, kneeling, bending, and/or walking.

#### Environmental Conditions:

- Work is performed primarily in office.
- Some travel to affiliated organization locations required.
- May need to respond to rare after-hours or emergency calls.

- Understanding of First Nation's needs, issues, and concerns.

### ***Western Ways***

- Training or a diploma in Human Resources, Vocational Support, or Education Assistance, or up to three (3) years of demonstrated experience in vocational or educational 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).

#### Preferred:

- First Aid/CPR, WHMIS

### **OTHER POSITION DETAILS**

<b>Wage Rate:</b>	<b>\$27.00</b>
<b>Benefits:</b>	<b>Yes</b>
<b>Hours of Work:</b>	<b>24 hours/week</b>
<b>Preferred Start Date:</b>	<b>ASAP</b>
<b>Expected Travel:</b>	<b>5%</b>
<b>Closing Date:</b>	<b>Open until filled</b>

#### **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](mailto:hr@xatsull.com) using the position name in the subject line.

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.

