



JOB POSTING

DEPARTMENT: SOCIAL DEVELOPMENT DEPT

SUPERVISOR: Social Development Manager

POSITION/TITLE: Yecwemintem Jurisdiction Coordinator

Division: Executive/ Administrative Division

The **Yecwemintem Jurisdiction Coordinator (Coordinator)** supports the Social Development Manager in the development of Simpcw's Jurisdiction for Families by performing duties/tasks set out in Simpcw's Jurisdiction Work Plan. The Coordinator is a very organized individual who also supports the Simpcw Jurisdiction Team in all coordination & planning activities enabling the involvement of members residing in and away from Simpcw.

The Coordinator position is primarily responsible for carrying out all Simpcw member engagements coordination and planning, and any other functions as required by their direct supervisor. Other key duties and responsibilities include providing written summaries and communications (e.g. via Email, Simpcw Facebook) to members following engagements; and supports briefing notes, reports, and funding proposal development. This position supports the meaningful involvement of Simpcw members in the historic development of Simpcw's Jurisdiction for Families that will replace BC's *Child, Family and Community Service Act*.

WORK FEATURES AND CONTACTS

The Coordinator works independently but reports to and takes direction from the Social Development Manager in the performance of their duties, tasks and activities.

The Coordinator interacts with a wide variety of people, organizations, governments and agency representatives, including:

- Simpcw members and employees
- Simpcw Chief and Council
- Simpcw committees and working groups
- BC Ministry of Children and Family Development
- Canada: Indigenous Services Canada and Crown-Indigenous Relations & Northern Affairs Canada
- Secwepemc Child and Family Services Agency
- Other First Nation communities
- External Agencies and Legislative Authorities
- Other stakeholders and special interest groups.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. **Assists with development, and implementation of the Simpcw Jurisdiction for the Simpcw First Nation. (85%)**
 - Carries out the duties, tasks and functions set out in the Simpcw Work Plan, or, any other sources as required by the Social Development Manager;
 - Participates in strategic planning and other meetings as directed by the Social Development Manager.
 - Provides monthly or as needed update reports to Simpcw's leadership and community members to ensure transparency, accountability, and an inclusive process for members wherever they reside.
 - Conducts administrative & logistic preparation for all Simpcw member engagement meetings required for Work Plan and LOI implementation.
 - Maintains accurate & confidential file documentation of information gathered from community engagement and any other processes.
 - Performs other duties as assigned by the Social Development Manager that supports Simpcw's interests and capacity needs.
 - Establishes and maintains sound working relationships with other band staff, department staff, and representatives of other departments and agencies.
2. **15% Other related duties as necessary**
At direction of Social Development Manager

Skills & Abilities:

- Working knowledge of health and social services policies and programs.
- Able to connect and build relationships with others in a positive way.
- Strong knowledge of other activities that will assist with social development.
- Strong knowledge of budgets and program administration.
- Strong organizing, planning and coordinating skills.
- Able to communicate effectively.
- Ability to maintain and use computer database including Excel, Word and VENN system.
- Demonstrated ability to successfully establish and maintain respectful, productive and cooperative working relationships.
- Ability to work in a cross-cultural setting.
- Strong ethics and knowledge of confidentiality.
- Uses office tools and equipment such as computers, laptops, scanners, photocopiers, calculators, fax machines, cell phones, telephones and sets-up audio-visual equipment for meetings and training events.
- Uses computer applications such as databases, electronic mail, spreadsheets, word processing.

Hours of Work: 35 hrs weekly

Deadline for Applications: Until position is hired

Job Commences: As soon as possible

Please submit a cover letter and resume that demonstrates your qualifications and experience for the position via email to: Carmen.Hance@simpco.com