



JOB POSTING
Citxw Nlaka'pamux Assembly (C.N.A.)
Programs Coordinator



Reports To	Citxw Nlaka'pamux Assembly Programs Manager
Closing Date	June 22nd, 2018 at 4:30 p.m.

Reporting to the Programs Manager, the Programs Coordinator is responsible for the development and delivery of community based projects and programming that will integrate traditional sports, health or capacity building, and balances the mental, emotional, spiritual, and physical aspects of culture. The Programs Coordinator will ensure that Citxw Nlaka'pamux Assembly (C.N.A.) programs reflect all stakeholders including children, youth, adult and elders. This position is responsible for ensuring various relationships are established and maintained, and for liaising within the Eight Participating Bands of the Citxw Nlaka'pamux Assembly. The position also implements, monitors, evaluates, and reports on programming in accordance with identified annual plans or work plans, and the overall organizational plans and priorities. A primary function of this position is also to develop funding applications and proposals, including budgets related to community based projects and programs within C.N.A. The position is responsible for establishing linkages for additional funding when required, and developing the implementation plan of the annual work plans, as well as working in a team environment with the Participating Bands to identify programming gaps and develop solutions and strategies to relieve these gaps. This position may supervise seasonal and project staff from time to time, as required.

Duties and Responsibilities

1. Develops, plans and co-ordinates significant operational initiatives to advance the community based programs through the C.N.A. within the Eight Participating Bands of the Citxw Nlaka'pamux Assembly through development of a variety of programs and initiatives.
2. Responsible for assisting in work planning, project coordination and delivery, and participating in project teams when required.
3. Engages with and responds to community needs, as well as community program priorities.
4. Evaluates, receives feedback and determines the most appropriate design of projects to meet community needs, and ensures community-level implementation projects and programs.
5. Participates in stakeholder partnerships, and advises, facilitates and assists in the development and implementation of community programs within the Participating Bands of the Citxw Nlaka'pamux Assembly to ensure that program objectives are effectively met and delivered.
6. Fosters and maintains positive and respectful communications and relationships with Participating Bands of the Citxw Nlaka'pamux Assembly, government officials, non-governmental/community organizations (i.e. First Nation Health), and Participating Bands of the Citxw Nlaka'pamux Assembly to advance program opportunities.
7. Supports the growth and capacity development of Participating Bands of the Citxw Nlaka'pamux Assembly by developing programs and budgets, based on the strategic plan and direction from the Participating Bands that will create successful programming that meets the needs of community.
8. Provides policy, project, and program advice to the Manager to implement the mandate, goals, and objectives of C.N.A. with respect to advancing programming and program participants.
9. Performs administrative functions such as reporting, evaluating and monitoring budgets, programs, projects and initiatives.
10. Ensure that appropriate measures of project strategies, plans and initiatives are in place and that projects have a positive impact on community needs and issues.
11. To develop or lead the successful development of successful applications, proposals and budgets, as well as access funding for community projects, based on strategic and annual plans and priorities.
12. Travel regularly and extensively throughout the Program Area to support volunteers' or staff at their sites.
13. Assess and address issues of communication and work relationships between communities to facilitate the development of community-driven projects and successful completion of program plans with mutual satisfaction of the communities.

14. Identify, maintain and distribute, as appropriate, relevant educational information and materials to volunteers through orientations, workshops, weekly talks, and other appropriate avenues.
15. Assist with and maintain Program records and files, and perform routine administrative tasks
16. Assist in preparation of program documentation, including: Program Profiles; Program Proposals; Program Guides; Project Plan; Program Evaluations and Reports; Grant Project Evaluation and Follow Up Reports; and information on the Program for potential applicants.
17. Provide relevant feedback for Programs strengthening the Citxw Nlaka'pamux Assembly.
18. Develop and ensure program documentation is well organized and maintained.
19. Ensure and maintain good working relations are developed with sponsoring organizations, institutions, and communities.
20. Establish program policies and procedures are implemented and reinforced.

Qualifications Education & Experience:

The successful applicant will have outstanding interpersonal skills, as well as exceptional oral and written communication skills, including coordination and facilitation skills. The applicant will possess a high degree of cultural competency, including recent and significant experience working in cross-cultural environments. The applicant will also have a strong ability to problem solve, negotiate, and resolve conflict, and will be required to work co-operatively and facilitate the development of a team environment.

- Post-secondary education in and/or significant experience in community-based, First Nation focused/directed programming (i.e. First Nations health/wellness, culture, or education, etc.).
- An acceptable combination of education, training and/or experience will be equally considered.
- Experience in project and financial management, including planning, developing, implementing and evaluating community-based programming.
- Experience in research and analysis and the application of research and evaluation materials to support community programming and development.
- Experience in liaising, consulting and/or collaborating with multiple stakeholders and/or governments.
- Ability to handle multiple projects with tight deadlines and potentially competing interests.
- Knowledge of and experience in working with First Nations heritage, language, traditional and/or cultural resources.
- This position works in an office environment but travel is required within the Territory on a regular basis.
- Possession of a valid Class 5 Drivers License and own vehicle, Class 4 License is an asset
- Criminal Records Check
- Occasionally, flexible work hours are required to accommodate evening and weekend activities
- Capability to supervise volunteer performance and provide technical assistance as needed.
- Organizational and administrative skills.
- Excellent computer skills in word-processing and database management.
- Excellent interpersonal skills.

Please submit your cover letter and resume to:

Kristy Joe, Programs Manager
Citxw Nlaka'pamux Assembly
Mail: P.O. Box 618, Merritt, B.C. V1K 1B8 or
Email: kjoe@cna-trust.ca
Fax: 250-378-2910 or
In Person: 2187-A Coutlee Avenue in Merritt