

Bonaparte First Nation

2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0
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Callout for a Professional Writer

Bonaparte First Nation is looking for a professional writer for a contract position based on availability of work to create, review and update policy and procedure manuals for Health, Education, Recovery Wellness and Family Wellness.

Deliverables Include:

- Review and update current policies and procedures
- Create new policies and procedures where there are currently no written policies
- Create department guidelines for service delivery
- Work with BFN department managers for feedback on these guidelines, policies and procedures
- Community engagement may be required for additional feedback

Requirements and Experience:

- Must be able to write in plain language and articulate the 5 general areas to consider when writing in plain language
- Must be able to provide a writing sample
- Previous experience in policy writing
- Must own required equipment: computer with an internet connection and required software such as Microsoft Office and Adobe

Please submit resume and writing sample to BFN HR Manager, Kimberly Pierro by February 7th, no later than 4pm.

Email: hr@bonaparte.band

In-Person: 2689A Sage Hill Road, Cache Creek BC