

# Bonaparte First Nation

2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0  
Tel: (250) 457-9624 Fax: (250) 457-9550



## **CAREER OPPORTUNITY**

### **Community Coordinator**

<b>Position:</b>	Community Coordinator
<b>Reports to:</b>	Natural Resource Manager or Delegate
<b>Term:</b>	March – June 2023 (Temporary Part-Time – 20-28hrs week)
<b>Start Date:</b>	As soon as a suitable candidate is found
<b>Remuneration:</b>	Salary will commensurate with Qualifications and Experience

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The Community Coordinator is responsible for supporting an archival research and mapping study in relation to the Teck's Highland Valley Copper Mine.

This Study will be led by Bonaparte and by The Firelight Group, and Indigenous-owned research firm. The project will involve mapping place name values from archival documents as well as through in-community interviews. The Community Coordinator will be responsible for scheduling and supporting community-based interviews and research at Bonaparte, and coordination with the technical support staff from the Firelight Group.

The Community Coordinator will report directly to the Natural Resources Manager, working closely with Firelight staff in coordinating in-community interviews and liaising with the governing body at Bonaparte First Nation in project planning and preliminary reporting.

The successful candidate will be motivated to build awareness of the project within the community and efficiently coordinate the research team's activities within the completion deadlines.

#### **Key Job Tasks:**

- Coordinate and schedule survey participants, including advertising, confirming participants.
- Conducting public relations awareness campaign to raise community awareness about the project
- Scheduling, arrangements for virtual interviews, honoraria preparation and issuing
- Meetings with Bonaparte First Nation Members via teleconferencing to discuss scoping details
- Liaison between technical support leads from the Firelight Group, the Bonaparte Government and community
- Coordinate and attend focus group meetings including advertising, confirming participants, scheduling, equipment arrangement and set up for virtual meetings, catering, gift purchase, honoraria preparation, recording sessions, preparing reports of sessions, etc.
- Coordinate, monitor and supervise the work of the Community Researcher, including payment, supplies required, scheduling, and general inquiries.
- Deal with situations as they arise (i.e. connectivity issues of participants, etc.)
- Arranging meeting places as needed with staff from The Firelight Group and Community government

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- Attend training (virtual) with Consultant and Community Researcher; training will encompass the areas of data gathering and interviewing techniques
- Work will be conducted according to a flexible schedule developed in consultation with the Supervisor
- Sharing ideas for potential research and operational improvements, and implementing where approved;
- Collecting feedback from the community and bringing feedback to the management team
- Other duties as assigned.

## Qualifications:

- Ability and patience to communicate with various community members
- Excellent oral and written communication and listening skills
- Excellent attention to detail and organizational skills
- Ability and willingness to work collaboratively with a team, as well as independently
- Flexibility and ability to work on multiple tasks with appropriate guidance and supervision
- Decision making and problem-solving skills
- Computer skills including the ability to use spreadsheet and word processing programs at a proficient level
- Excellent time management and records keeping skills
- Ability to work within and meet strict deadlines
- Access to a dependable vehicle and a valid class 5 or 7 drivers license
- Capacity to work from home if required (i.e. internet, telephone/cellphone, etc)

In accordance with Bonaparte First Nation Policy and pursuant to Section 42 of the BC Human Rights code, preference will be given to Indigenous Peoples. Indigenous Candidates who wish to qualify for preferential consideration are encouraged to self-identify in their application.

The successful candidate will enjoy a competitive salary and join a strong team to help shape the service of a growing and innovative First Nation on the threshold of unprecedented growth and positive change.

## About Firelight:

Firelight was founded in 2009 by its board of directors, with the aim of providing services specifically tailored to supporting the rights and interests of Indigenous and local communities in Canada and beyond. Now we have more than 30 employees, and offices in Vancouver, Victoria, and Edmonton. Our mission is to work with our clients in Canada and beyond to provide high quality research, analysis and technical tools and to create solutions for our shared futures.

**CLOSING DATE: Monday, March 15<sup>th</sup>, 2023, no later than 4:00 pm.**

**TO APPLY: Submit resume to:**

**c/o: Human Resources St'uxwtéws | Bonaparte First Nation, 2689A Sage Hill Road, Cache Creek, BC V0K 1H0,**

**EMAIL: [HR@bonaparte.band](mailto:HR@bonaparte.band)**