

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 ELDERS COORDINATOR

Position: Elders Coordinator
Reports to: Executive Director or Delegate
Term: Temporary Part-Time (3 month term - 15 hours per week)
Start Date: As soon as a suitable candidate is found

JOB PURPOSE

The Elders Coordinator advocates for and supports members of the Elders Advisory Committee.

This position is responsible for keeping Elders connected to Chief & Council as an advisory committee; to provide administrative support and guidance toward protecting BFN culture, traditions and territory as the nation continues to grow.

KEY JOB FUNCTIONS

Administrative Functions:

- Coordinates meetings; notify Elders Committee members, establishes meeting agendas, records meeting minutes and ensures all meeting correspondence is ready for distribution to attendees
- Collaborates with the ED and the administration and support teams to deliver joint programming and special community events
- Seeks feedback and ideas from elders and community members for future programs and activities
- Acts as a resource to ED and other administration departments regarding culturally appropriate community wellness and activities and events
- Provide accurate and efficient administrative support.
- Maintain confidential files in accordance with privacy legislation and policies
- Data entry
- Prioritize conflicting needs; handle matters expeditiously, proactively, and follow through on projects to successful completion within given deadlines.
- Prepare professional and confidential correspondence, memos and documents.
- Photocopy and file documents.
- Always maintain and present a positive and professional image of the Elders Advisory Committee.

Community Relationships:

- Develops a strong rapport and builds relationships with BFN Elders
- Visits with Elders in their homes or other community settings

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- Encourages Elders to connect socially with community members and/or participate in activities and events
- Arranges transportation for Elders to ensure access to community activities
- Helps Elders access services, resources and programs that are available to them

POSITION REQUIREMENTS

Knowledge

- Knowledge of First Nations structures, service delivery, customs and traditions.
- Respect for, knowledge, and a willingness to learn Bonaparte culture and traditions.
- Knowledge of the best practices in administration processes, including filing systems; digital filing systems; scheduling meetings; note taking;
- Knowledge of external agencies related to First Nations Communities and Elders support
- Strong knowledge of confidentiality, protocols, and privacy requirements.
- Knowledge of band, council, and committee requirements.

Competencies – Skills, and Abilities

- Proficient computer skills with MS Office Software for word processing, databases, spreadsheets, accounting, email and internet
- Excellent planning and organization skills; resources with excellent time management skills
- Excellent interpersonal skills and a high level of emotional intelligence, patience, and integrity
- Experience working with various office systems and equipment.
- Ability to interact positively with co-workers and the public.
- Ability to deal with diverse staff working styles, and administrative needs.
- Ability to take direction, meet deadlines and have attention to detail
- Ability to deal tactfully and effectively with Band members, suppliers, and co-workers and keep information confidential
- Current Valid BC Driver's License and Reliable Vehicle

Qualifications – Education and Experience

- Diploma in Business Administration or post-secondary education in an Office Administration related program; **or** equivalent combination of education, training and experience.
- Experience working with Aboriginal people, organizations and communities.
- Must pass a vulnerable sector criminal record check.
- Experience with Xyntax Accounting software or similar accounting software an asset

WORKSITE LOCATION

This is a remote position, however, attendance of meetings and events will be required as requested

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CLOSING DATE: open until suitable candidate found

TO APPLY:

Please provide cover letter, references and resume via email to:

Clint Roan at ed@bonaparte.band

St'uxwtéws | Bonaparte First Nation

** only those candidates shortlisted for an interview will be contacted

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.