

Elders Advisory Committee (EAC) - Coordinator Position

EAC Coordinator - Contract Position

Contract Term: 8 months (with possibility of extension)

Location: Thompson-Nicola Region, BC (hybrid: community-based and remote work)

Hours: 20-30 hours per week

Compensation: \$4,166.00/month (includes travel if required)

Position Overview

The Indigenous Group Coordinator is responsible for coordinating engagement activities, supporting Indigenous partnerships, and ensuring adherence to cultural protocols across all program areas. The role requires a high level of professionalism, cultural competency, and the ability to work collaboratively with Indigenous communities, Elders, Knowledge Keepers, and organizational stakeholders.

Key Responsibilities

- **Indigenous Community Engagement** - Establish and maintain effective working relationships with Indigenous communities, including Elders, youth groups, and cultural organizations.
- **Program Coordination** - Plan, organize, and implement meetings, workshops, cultural events, and engagement sessions.
- **Cultural Protocol Compliance** - Ensure all activities, communications, and engagements align with recognized cultural protocols and community expectations.
- **Reporting & Documentation** - Prepare detailed reports, summaries, and briefing materials for leadership, partners, and funding bodies.
- **Administrative Operations** - Manage scheduling, record-keeping, travel coordination, proposal writing, and project tracking in accordance with organizational standards.
- **Stakeholder Relationship Management** - Support long-term partnerships through consistent communication, follow-up, and professional representation of the organization.

Qualifications

- Demonstrated experience working with Indigenous communities, preferably within British Columbia or the Thompson-Nicola region.
- Knowledge of Indigenous cultures, traditions, governance structures, and cultural protocols.
- Strong organizational, facilitation, and communication skills.
- Ability to work collaboratively with diverse groups, including community partners, government agencies, and internal teams.
- Experience in project coordination, community development, or related fields.
- Valid driver's license and ability to travel within the region (asset).
- Lived experience as an Indigenous person is considered a strong asset.

Competencies

- Cultural awareness and sensitivity.
- Professional judgment and discretion.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Capacity to work independently with minimal supervision.

Application Process

Interested applicants are invited to submit a resume and cover letter outlining relevant experience and qualifications to hr@bonaparte.band.

Closing Date: July 31, 2026

Interview Date: August 10, 2026

Start Date: August 17, 2026 (Negotiable)
