



Citxw Nlaka'pamux Assembly

JOB POSTING

Ashcroft Community Engagement Coordinator

JOB TITLE:	Ashcroft Community Engagement Coordinator
REPORTS TO:	Engagement Specialist
TERM:	Full-time, permanent position
COMPENSATION:	\$36,400 - \$41,860 Annually
START DATE:	As soon as a suitable candidate is found
CLOSING DATE:	October 31st, 2024

Position Purpose

Citxw Nlaka'pamux Assembly (CNA) was created in 2013 as a powerful and unifying voice for eight Nlaka'pamux Bands regarding the Teck Highland Valley Copper Mine. It is governed by a Board of Directors appointed by the eight Participating Bands. Headquartered in Merritt, BC, with a workforce of over 40, CNA provides training and job readiness along with cultural, social, and technical programming to the over 2935 members of the eight Participating Bands.

The Community Engagement Coordinator will act as the local CNA community-based coordinator who will communicate and coordinate on all projects and objectives the CNA undertakes directly with Ashcroft Indian Band. They will act as the CNA's direct link to the community. The coordinator will work to build relationships with various local entities to strengthen community engagement.

Primary Duties

- Gather and maintain contact lists for local community members,
- Community-based support for in-person and virtual engagement,
- Support identification of community specific virtual engagement needs (hardware, software, materials),
- Receive updates from CNA which will be distributed far and wide within the community,
- Distribute posters, pamphlets, and promotional materials to various local band offices, health offices, youth centers, work search centers etc.,
- Ensure CNA information is included in the local band newsletter or door-to-door delivery,
- Act as the local support for CNA surveys, assisting membership to complete the surveys over the phone or local in person,
- Identification of barriers and opportunities for reaching off-reserve members,
- Coordinate local events in conjunction with the various CNA Departments,
- Seek out various community experts to build our local skill share network bank,

Primary duties continued on Page 2

- Develop resource list of key network contacts and identify their function,
- Developing and nurturing community and CNA collaborative relationships,
- Providing detailed and prompt weekly and monthly reporting,
- Professionally managing a CNA owned Facebook and other social media pages,
- Provide local community feedback to the CNA to assist with program development, and
- Other ad hoc duties as directed by the Engagement Specialist.

Knowledge, Skills and Abilities

- Excellent computer skills with strong knowledge of MS Office - Word, Excel, PowerPoint and Outlook,
- Comfortable using web applications and programs,
- Exceptional written communication skills and outstanding attention to detail,
- Highly organized and efficient with strong time management skills, interpersonal and relationship management skills,
- Strong problem solving, critical thinking and diplomacy skills,
- Adept at balancing and prioritizing major concurrent tasks and projects, and ability to work, independently and as a member of the team,
- Technical Writing skills are an asset, and
- Understanding of the fluctuating social climate and accommodating to the fluctuations.

Experience and Requirements

- Minimum High School diploma or equivalent,
- Ability to work Monday - Friday, 8:30 AM - 4:30 PM with fluctuation when required for events, training or community needs,
- Travelling will be required to attend events, meetings and networking,
- A valid BC Class 5 Driver's License, with access to a reliable vehicle, is necessary, and
- The drive to learn and excel in the position.

We will provide training and professional development to support the right candidate. We believe in growth and curiosity. If you have some of these qualities and believe you would be of value to our organization, then we want to hear from you!



Please submit your cover letter and resume to:

Citxw Nlaka'pamux Assembly

Email: HR@cna-trust.ca

Subject Line: Application - Ashcroft CEC

In Person: 2025 Granite Ave, Merritt BC

The Citxw Nlaka'pamux Assembly is an equal-opportunity employer. We encourage applicants from diverse backgrounds and are committed to building a respectful and inclusive workplace that reflects the community we serve. This position is open to all candidates who meet the qualifications. A hiring preference will apply for qualified candidates of Canadian Indigenous ancestry, with a priority for qualified nłe?kepmx candidates.

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted. Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Citxw Nlaka'pamux Assembly respects the privacy of all applicants and the confidentiality of personal information.