



Citxw Nlaka'pamux Assembly

JOB POSTING

nłe?kepmx Program Coordinator

JOB TITLE: nłe?kepmx Program Coordinator
DEPARTMENT: nłe?kepmx Program Department
REPORTS TO: nłe?kepmx Program Manager
TERM: Permanent – Full-time
START DATE: As soon as a suitable candidate is found

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 30, CNA provides training and job readiness along with cultural, social, and technical programming to the over 2780 members of the eight Participating Bands.

Primary Duties

- Develops, plans and co-ordinates significant operational initiatives to advance the community-based programs through the CNA within the Eight Participating Bands through the development of a variety of programs and initiatives,
- Plan, coordinate, collaborate and facilitate men's group meetings, events, and activities that promote cultural sharing, healing, and personal growth,
- Evaluates, receives feedback and determines the most appropriate design of projects to meet community needs, and ensures community-level implementation projects and programs,
- Ensure that all group activities and events are safe, inclusive, and respectful of cultural practices and traditions,
- Maintain accurate records of activities and other relevant information,
- Meeting deadlines and working efficiently under tight timelines,
- Provide support, guidance, and advocacy to group members as needed,
- Collaborate with community organizations and service providers to enhance the program's effectiveness and reach,
- Develop and expand on the land cultural activities for member growth, such as hunting, fishing and hiking,
- Communicate and develop strong relationships with community members, elders, and knowledge keepers,
- Participates in stakeholder partnerships, and advises, facilitates and assists in the development and implementation of community programs within the Participating Bands of the CNA to ensure that program objectives are effectively met and delivered,
- Supervises seasonal staff for specific projects related to programming, as required,
- Provides policy, project, and program support to the Manager to implement the mandate, goals, and objectives of CNA with respect to advancing programming and program participants,
- Performs administrative functions such as reporting, evaluating and monitoring budgets, programs, projects and initiatives,
- Assist in the preparation of program documentation, including program proposals, program guides, project plans, program evaluations, reports, grant project evaluations, and information on the program for members, and
- Other ad hoc duties as directed by the nłe?kepmx Program Manager.

Knowledge, Skills and Abilities

- Self-motivated to complete tasks and work independently,
- Able/willing to travel to communities and other locations for work purposes, as required,
- Physically able to complete mild to moderate activities such as hunting, fishing and hiking,
- Knowledge of nłe?kepmx cultural values and willingness to learn nłe?kepmx protocols, and nłe?kepmxcín, and
- Recognizes and respects cultural diversity.

Experience and Requirements

- Knowledge of issues affecting Indigenous men and their families and a commitment to supporting their wellbeing.
- Ability to work independently and as part of a team, with a flexible and adaptable approach to work.
- Minimum High School diploma or equivalent,
- Relevant experience in cultural programming and/ or project management,
- Ability to work Monday - Friday, 8:30 AM - 4:30 PM, with fluctuation when required for events on weekends and evenings,
- Physically able and willing to complete event setup and teardown,
- Travelling and overtime will be required for events, meetings and networking,
- A valid BC Class 5 Driver's License, with access to a reliable vehicle, is mandatory, 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, we want to hear from you!



Please submit your cover letter and resume to:

Citw Nlaka'pamux Assembly

Email: HR@cna-trust.ca

In Person: 2025 Granite Ave, Merritt BC

The Citw 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. Citw Nlaka'pamux Assembly respects the privacy of all applicants and the confidentiality of personal information.