



Citxw Nlaka'pamux Assembly

JOB POSTING

Community Engagement

JOB TITLE: CNA Community Engagement Coordinator
REPORTS TO: Office Manager
LOCATION: Shackan
TERMS: Full time position
START DATE: As soon as suitable candidate is found

Position Purpose

The Citxw Nlaka'pamux Assembly (CNA) is seeking eight (8) CNA Community Engagement Coordinators. The Community Engagement Coordinators will act as the local CNA community-based coordinator who will communicate and coordinate on all projects and objectives the CNA undertakes directly with their identified community. They will act as the CNA's direct link to each of the eight communities. They will support implementing solutions based on addressing as many connectivity barriers as possible, minimizing external traffic into the communities and, considering both on- and off-reserve members work to build relationships with various local entities to strengthen community engagement.

Each coordinator will be responsible for distributing information as directed by the CNA to the local community members across all platforms. The coordinator will work with all CNA departments to support the various initiatives the CNA undertakes (i.e. support engagement on HVC 2040, registration for programs events, promotion of employment and training opportunities and specified recruiting, distribution of printed materials and language resources)

Qualifications

- Minimum of a High School diploma or equivalent, 1-2 years office administration experience an asset
- Valid driver's license and access to vehicle
- 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

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
- Develop resource list of key network contacts and identify their function
- Provide local community feedback to the CNA to assist with program development



Please submit your cover letter and resume to:

Citwx Nlaka'pamux Assembly

Email: HR@cna-trust.ca

In Person: 2025-Unit A Granite Ave, Merritt BC

Fax: 250-378-2910

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews 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. Citwx Nlaka'pamux Assembly respects the privacy of all applicants and the confidentiality of personal information.

