



Stó:lō Xwexwilmexw Treaty Association

Building #10-7201 Vedder Road, Chilliwack, BC V2R 4G5

Ph. 604-824-2420, Fax. 604-824-0278

MARCH 4, 2019

COMMUNITY LIAISON ASSISTANT

(EXTERNAL)

Stó:lō Xwexwilmexw Treaty Association requires the services of a qualified Community Liaison Assistant to fill a current vacancy. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. Please self-identify on your cover letter or resume.

The Stó:lō Xwexwilmexw Treaty Association (SXTA) Community Liaison assistant provides support for the Stó:lō Xwexwilmexw Treaty Outreach Program. The objective of the Program is to inform and engage Stó:lō Xwexwilmexw Treaty communities about the treaty. Achieving this objective requires sharing information with and receiving comments from the communities and their membership, both on and off-reserve. The Stó:lō Xwexwilmexw Treaty Community Liaison Assistant will also share information and receive comments from non-treaty communities and the general public. The Liaison assistant will assist in the preparation of material for distribution, assist with events and work under the supervision of the SXTA Communications and Outreach General Manager. The Liaison assistant must be prepared to develop a working knowledge of the BC Treaty Process, Stó:lō Xwexwilmexw's standing in the BC Treaty Process, and have excellent communication and inter-personal skills.

This position reports to Communications and Outreach General Manager. The successful candidate will work out of the Central (Chilliwack) office.

QUALIFICATIONS/REQUIREMENTS:

- Must have a working knowledge of the BC Treaty Process and Stó:lō Xwexwilmexw's standing in the Treaty process.
- A minimum Grade 12 education or equivalent. Further studies in marketing, communications, or other related field is an asset.
- Required to have strong verbal communication and inter-personal skills
- Proven ability to work effectively as part of a team
- Proven ability to work on a variety of computer programs including MS Word, Publisher, Power Point and Outlook.
- Familiarity with Stó:lō reserve locations or how to locate them
- Must have a basic familiarity and understanding of Stó:lō culture, traditions and history
- Must have an aptitude for detailed work, ability to follow instructions, and possess basic analytical skills.
- Must be organized, have good coordination and monitoring skills.
- Must have ability to work independently and with minimum supervision.
- Must have excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.
- Must have ability to maintain a healthy working relationship with staff, community representatives/members and representatives of other organizations including collaboration with other SSA programs and staff as required.
- Must be able to maintain the confidentiality guidelines of all records, materials and communications concerning clients, staff and Stó:lō Service Agency and Stó:lō Xwexwilmexw Treaty Association.
- **Successful candidates will be required to provide the following if screened in for an interview:**
 - Proof of education documentation
 - References: Three names and phone numbers of recent supervisors
 - Must possess and maintain a valid Class 5 BC Drivers' License
 - Must successfully pass the required Criminal Record Check

SALARY RANGE: Based on qualifications/experience.

TYPE OF POSITION: Full-time with benefits, subject to 3-month probationary period and planned performance evaluations.

APPLICATIONS DEADLINE:

4:00 PM, Monday, March 18, 2019

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume and covering letter.** Please include position title on subject line. Send to:

Stó:lō Service Agency Personnel Department
ATTN: Stó:lō Xwexwilmexw Treaty Association
Bldg. #5A, Floor #2 – 7201 Vedder Road
Chilliwack, BC V2R 4G5
Email: jobs@stolonation.bc.ca
Fax: (604) 824-5342

For more information about this and other employment opportunities, visit www.sxta.bc.ca

We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest.