


COMMUNITY ENGAGEMENT ASSISTANT		
Job Posting	Date Created: May 20, 2021	
Department: Stó:lō Xwexwilmexw Treaty Association		
Reports to: Community Engagement Coordinator	Status of Employment: Full-time	

Summary

The Stó:lō Xwexwilmexw Treaty Association (SXTA) requires the services of a strongly-motivated individual to fill a vacancy for a position as a Community Engagement Assistant to help oversee the planning, promotion, and overall co-ordination of SXTA community engagements, under the supervision of the Community Engagement Coordinator.

Additionally, the Community Engagement Assistant provides administrative support to the entire body of the Stó:lō Xwexwilmexw Treaty Association staff. Duties include, but are not limited to, the following: compiling agendas and minutes for meetings; scouting venues for events; booking events and scheduling appointments; basic book-keeping, etc.

Qualifications/Requirements

- Post-secondary education preferred. High School diploma required.
- Strong event management experience, particularly in organizing community engagements or meetings.
- 2 years' experience in coordinating or managing events preferred.
- 2 years' or more experience in a busy office environment preferred.
- High level of integrity, confidentiality, and accountability.
- Familiarity with Stó:lō and/or other First Nations' culture, traditions, and history required.
- Openness to on-going learning in relation to Stó:lō culture and history required.
- Ongoing knowledge of the BC treaty process required.
- Ability to build and maintain lasting relationships with key business partners and customers/community members.
- Strong communication skills, both verbal and written.
- Must be able to take minutes at meetings.
- Efficient, consistent team player.
- An out-going, people-oriented personality.
- Demonstrated planning and organizational skills.
- Excellent attention to detail.

- Ability to take on responsibility and use initiative to prioritise work effectively, under pressure and to tight deadlines.
- Book-keeping ability an asset.

Job Duties:

- Organizes Stó:lō Xwexwilmexw Treaty Association outreach events, in co-operation with other members of the Outreach Team.
- Prepares agendas and takes minutes at meetings.
- Handles the sourcing and booking of venues; liaises with entertainers, speakers, caterers, and exhibitors; and arranges proper accommodation and transportation for event participants such as speakers.
- Ensures the smooth running of events, and provides support as needed to event participants.
- Communicates with event participants on social media, and through email, by telephone etc. from the time that they commit to attending, throughout the lead up to, and then during, the event.
- Maintains detailed and accurate event files, e.g. exhibitor and participant databases.
- Takes detailed notes at events and helps write a post-event assessment.
- Follows up on community requests for documents.
- Prepares full reports on events organized, including information about obstacles and opportunities encountered.
- Ensures that event policies and procedures are followed.
- Attends meetings as required.
- Performs other duties as necessary.

Salary Range: \$18 per hour to start

Type of Position: Full time with benefits (subject to a three-month probationary period).

Schedule: 35 hours per week.

Please note: pursuant to Section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Aboriginal ancestry.

Applications will be accepted until June 11, 2021 at 4:30pm

Please submit a cover letter and resume to christine.jones@sxta.bc.ca