


STÓ:LŌ XWEXWÍLMEXW GOVERNMENT YOUTH ENGAGEMENT COORDINATOR		
Job Description	Date Created: August 29 th , 2022	
Department: Stó:lō Xwexwílmexw Government		

Summary

The Youth Coordinator provides administrative support to the Outreach and Communications team. The Youth Coordinator will also assist the Outreach and Communications team wherever necessary in the preparation of material for distribution and/or facilitation to the 6 SXG communities.

Additionally, the Youth Coordinator is responsible for assisting in the planning, promotion, and overall co-ordination of SXG community events, under the supervision of the Outreach and Communications supervisor.

Job Duties

The Youth Coordinator

- Helps assist those who organize all SXG outreach events, with a focus on youth-related events, in co-operation with other members of the Outreach Team
- Assist with preparing agendas and takes minutes at meetings as necessary
- Assists the Outreach team with sourcing and booking venues for youth-related events; liaises with entertainers, speakers, caterers, and exhibitors
- Arranges proper accommodation and transportation for event participants such as speakers as needed.
- Create dynamic ways to engage youth about the SXG Treaty and Self-Governance
- Ensures the smooth running of youth-related events, and provides support as needed to event participants
- Prepares and delivers supplies and materials to youth-related events
- Oversees the coordination of a variety of youth-related events
- Oversees the coordination of unique engagements for youth (for example, BBQ's; movie nights; food festivals; youth nights; youth camp)
- Sets up an information booth for youth at the annual Aboriginal Day event
- Helps plan activities and prizes for the Stó:lō children's festival
- Communicates with youth 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 youth event files, e.g. exhibitor and participant databases
- Takes detailed notes at youth events and helps write a post-event assessment
- Prepares full reports on events organized, including information about obstacles and opportunities encountered

- Helps co-ordinate the distribution of SXG publications and swag.
- Ensures that youth event policies and procedures are followed
- Attends meetings as required
- Assists Multi-Media team to create comics, podcasts, and assist with the social media's (TikTok & Snapchat)
- Performs other duties as necessary

Qualifications/Requirements

- High School Diploma required
- Strong event management experience, particularly in organizing community engagements or meetings
- 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 community members, particularly youth
- Strong communication skills, both verbal and written
- Efficient, consistent team player
- Problem solving skills
- Excellent time management skills
- An out-going, people-oriented personality
- Excellent attention to detail
- Ability to take on responsibility and use initiative to prioritise work effectively, under pressure and to tight deadlines
- Enthusiasm and adaptability

Work Conditions

- Part-time: 20 hours per week
- Overtime as required for meetings
- Driver's license required

Salary: \$18 per hour, depending upon experience

Application deadline: September 12, 2022

Submit your cover letter and resume to nancy.wasikowski@sxta.bc.ca