



JOB POSTING

Stó:lō Xwexwílmexw Government Community Engagement Coordinator

Do you love connecting with people in communities and organizing fun and informative events? The Stó:lō Xwexwílmexw Government (SXG) is looking for a Community Engagement Coordinator to captivate and inform SXG community members while we continue moving on our path to self-government.

The Stó:lō Xwexwílmexw Government unites six First Nations in the upper Fraser Valley: Áthelets (Aitchelitz), Leq'á:mel (Lakahahmen), Sq'ewá:lxw (Skawahlook), Sq'ewqéyl (Skowkale), Ch'iyáqtel (Tzeachten), and Yeqwyeqwí:ws (Yakweakwioose).

Our ideal candidate has the big picture in mind, while managing the small details of a successful engagement campaign. Creative swag, interesting locations, hands-on activities should all be top of mind or in your toolkit. The Community Engagement Coordinator works as part of the Outreach and Communications team to provide events, materials and interactive communication opportunities to varied audiences from different age groups and geographic locations within the realm.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Plan for and coordinate a variety of large and small community live and online events, including Kitchen Table Gatherings, One-on-One sessions, Youth gatherings, Community tours, Annual Gatherings and more; including making arrangements for promotions, giveaways and speakers.
2. Distribute SXG information to the Stó:lō Xwexwílmexw communities, including but not limited to visiting homes of community members to drop off and/or discuss information about the Stó:lō Xwexwílmexw Government;
3. Acquire and record feedback from community members and return that information to the Stó:lō Xwexwílmexw Government's Communications and Outreach Manager;
4. Assist in developing and preparing information for distribution to the communities via print, digital media and other methods. This includes, but is not limited to, working on content for newsletters, websites, social media and more.
5. Develop and maintain good relationships with the administrative staff of all six communities.
6. Seek and coordinate opportunities to ensure SXG has a visible presence at other communities' events.
7. Work closely with the Youth Coordinator to ensure that youth are given high priority in the engagement process
8. Organize and maintain information files, workplans and event reports; and performs other duties as assigned by the Stó:lō Xwexwílmexw Government's Communications and Outreach Manager.
9. Attend meetings with the SXG Leadership as needed.



Stó:lō Xwexwílmexw Government

QUALIFICATIONS/REQUIREMENTS:

The Community Engagement Coordinator must have:

- Bachelor's Degree preferred. High School Diploma, GED, or equivalent required.
- 2 years direct work experience in event planning
- Strong interpersonal skills to communicate with all levels of staff, management, executive and leadership teams, along with the public (community members) at large.
- Knowledge of general office procedures including budgets, reports, etc. and computer programs including MS Word, Excel, Adobe Acrobat
- Familiarity with Stó:lō and/or other First Nations' culture, traditions, and history preferred.
- Openness to on-going learning in relation to Stó:lō culture and history required.
- Ability to write and format correspondence, including memos, letters, etc.
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision.
- Professional, responsive, and positive work attitude is essential.
- Ability to maintain filing systems and basic databases.
- Ability to work some evenings and weekends.
- High level of integrity, confidentiality, and accountability.
- A working knowledge of the BC Treaty Process
- A valid B.C. driver's license

WE BELIEVE IN STÓ:LŌ

The successful candidate will work out of a central Chilliwack office on the Stó:lō Nation grounds. Some travel weekend and evening hours will be required.

Salary: To be based on experience.

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 February 28 at 4:30pm

Please submit a cover letter and resume to heather.ramsay@sxgov.ca