



Community Engagement Coordinator

Yaqit ʔa·knuqtiʔit (Tobacco Plains Band) is a rural First Nations community located near Grasmere BC in one of the most beautiful and natural parts of British Columbia. We have an exciting opportunity and are currently seeking a regular full time Community Engagement Coordinator to work an afternoon/evening shift. This is a job where you can bring fun, joy, enthusiasm and connection to community.

Duties include:

The Community Engagement Coordinator is responsible for developing, organizing, implementing and supervising community engagement and recreation programs for Yaqit ʔa·knuqtiʔit community to be held mainly in the afternoons and evenings.

Duties include:

- In accordance with identified community needs and interests, develops community engagement and recreation programs including sports, indoor and outdoor activities, crafts, games and other activities.
- Collaborates with other staff in the Community Services and Community Health and Wellness teams in program creation and program implementation.
- Identifies program goals and monitors and evaluates effectiveness of each program on a regular basis, reporting on a bi-annual basis.
- Responsible for set up, delivery and take down of programs, ensuring the program location is kept well organized, clean and secured.
- Provisions appropriate supplies for each program in accordance with approved budget.

- As needed, travels to Cranbrook and Fernie to hold events for off-reserve members.
- Maintains required records and project reports.
- Other related duties as assigned.

Qualifications:

- Strong interpersonal and organizational skills
- Demonstrated knowledge and capability in a wide variety of recreational activities.
- Course work or certification in recreational therapy or recreation or related education and experience preferred.
- Reliable and trustworthy
- Strong leadership skills
- Vulnerable sector criminal records check
- Valid drivers licence.
- Responsible, trustworthy, willingness to learn and grow in the role
- Positive, resourceful attitude, and able to work alone or in a team.

All applications welcome. Preference will be given to Yaqit ?a·knuqfi'it members and Ktunaxa applicants.

Please send your resume, and a cover letter to:
Email: hr@tobacco Plains.org

Or mail to:

Human Resources
Tobacco Plains Indian Band
PO Box 76, Grasmere BC V0B 1R0
Att: Community Engagement Coordinator

This competition will remain open until a suitable candidate is found