



## **Community Services Coordinator**

Yaqit Pa'knuqti'it (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 Services Coordinator. This is a job where you can bring fun, joy, enthusiasm and connection to community.

The Community Services Coordinator is responsible for developing, organizing, implementing and supervising community programming, education and training opportunities, and coordinating social assistance initiatives.

### **Responsibilities Include:**

- 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.
- Organizes educational and training opportunities for members, develops reports and budgets.
- Provisions appropriate supplies for each program in accordance with approved budget.
- Responsible for set up, delivery and take down of programs, ensuring the program location is kept well organized, clean and secured.
- 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
- Course work or certification in recreational therapy or education and related experience preferred.
- Demonstrated knowledge and capability in a wide variety of recreational and educational activities.
- 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 Yaq̓it ṭa-knuq̓i'it members and Ktunaxa applicants.

Please send your resume, and a cover letter to:

Email: [hr@tobacco Plains.org](mailto:hr@tobacco Plains.org)

Or mail to:

Human Resources

Tobacco Plains Indian Band

PO Box 76, Grasmere BC V0B 1R0

Att: Community Services Coordinator

This competition will remain open until a suitable candidate is found