



Tseshah First Nation Employment Opportunity

ELDER COORDINATOR

The Tseshah First Nation Administration Office is now accepting applications for the part-time **Elder Coordinator** position.

RESPONSIBILITIES

Reporting to the Community Services Manager, the Elders Coordinator is responsible for organizing and facilitating elders' meetings, events, and program activities, and for administering the Elders Wood Program.

- Organize at least one monthly social/and or educational event for the Elders to attend
- Organize and facilitates the Elders' committee meetings as needed; Creates the agenda and records the meeting minutes
- Manages the elder's budget and reports as required
- Informs Elders of Membership meetings, fish/seafood distributions, and community events
- Facilitates and arranges the registration, bookings, and travel requirements for out-of-town events
- Organizes yearly special events (i.e., Christmas, Elders Island luncheon, Elders Gathering Conference)
- Prepares and submits proposals and grants for additional programs and activities
- Works collaboratively with Tseshah staff cost sharing lunches, meetings, and activities
- Prepares a report for the annual AGM
- Maintains a high level of confidentiality and uses discretion on all matters relating to the affairs of Tseshah First Nation.

QUALIFICATIONS

- The successful applicant will possess skills and experience in the following areas:
- Grade 12 equivalence, Human Service Worker Certificate, or previous experience working with the elderly population
- Valid BC driver's license with an acceptable driver's abstract and access to reliable transportation is required; class 4 driver's license would be considered an asset
- Previous experience organizing and facilitating meetings, working with small and large groups, and organizing and planning activities and events
- Previous experience taking minutes and public speaking is required

Hiring organization

Tseshah First Nation

Employment Type

Part-time

Job Location

5091 Tsuma-as Dr.,
Port Alberni, BC, Canada V9Y 8X9

Working Hours

9 hours per week

Date posted

March 9, 2022

Valid through

March 22, 2022

- Excellent interpersonal and people skills with strong communication skills, both oral and written
- Maintains a professional appearance
- Organized, reliable, and accountable
- Ability to work as part of a team, independently, and with minimal supervision
- Competent working with Microsoft Office including Outlook, Word, and Excel.

HOW TO APPLY

Submit a cover letter, resume and two (2) current references to:

Tseshah First Nation, Attention: Victoria White, Executive Director
by mail: 5091 Tsuma-as Drive, Port Alberni BC, V9Y 8X9; or
by email: vshrimpton@tseshaht.com

CLOSING DATE: March 22, 2022