

## Job Description

**Title:** *Community Services Coordinator/NSTC*

**Reports To:** *Executive Director*

---

### Job Summary

The Community Services Coordinator the coordination and delivery of programs and services, and is responsible for performing Indian Registry work, serving as Electoral Officer, providing Commissioner for taking affidavit Duties. Services as in house expert for rules governing minute taking and motions and resolutions, taking minutes of meetings Board meetings and other important meetings, ensures transcribing accurate records of events, developing and coordinating workshops, and providing other support as required.

### Duties and Responsibilities

#### A: Administrative Support:

1. Takes minutes for meetings and transcribes an accurate account, ensuring that legal requirements are met
2. Assists in the planning of meeting agendas and packages
3. Ensures that meeting packages are sent out in a timely manner
4. Collates reports and establishes a meeting binder
5. Ensures that all communication has occurred with the Operations Coordinator for copying and distribution of materials and booking of meeting rooms
6. Assists in travel arrangements for meeting attendees in accordance with travel policy
7. Approves Payroll, Accounts Payable, and Tax Payments when Executive Director not available
8. May be authorized to approve on line banking transaction in and emergency bases

#### B: Indian Registry, Elections, Commissioner for Affidavits:

1. Performs all of the duties associated with the Indian Registry System (IRS) including the registration of life events (birth, death, marriage, adoption, etc.)
2. Develops reports to support the activities of the program
3. Works within the budget associated with the Indian Registry System
4. Provides research assistance to those seeking to determine their eligibility for registration of Indian status
5. Issues Certificates of Indian Status (status cards) to identify First Nations persons
6. Performs the duties associated with the Electoral Officer for Band elections including holding meeting for nominations, confirmation of candidates, and conducting voting and confirmation of elected candidates  
Referendums are also part to this position duties
7. Maintains the status of and performs the duties of Commissioner for taking affidavits

#### C: Programs/services;

1. Develops, coordinates and schedules workshops to meet the needs of the organization and member bands
2. Determines needs in consultation with member communities and Executive Director on the development and delivery of workshops – this is determined via the Senior Managers network and as part of our work plan for AANC funding
3. Determines funding needs and writes proposals for funding to support workshops
4. Arranges for facilities, facilitator(s), support materials in accordance with budget amounts and with the annual work plan
5. Take the lead on planning and organization for Aboriginal Day Events
6. Works with the Executive Director for support to special events that promote the NSTQ
7. Other duties as assigned or required

A big part of this job is the support of the committees such as Housing Alliance and Senior Manager Meetigns

This position also compiles the annual report.

*The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.*

### Qualifications

**Education:**

1. Post secondary courses in Business Administration

**Specialized Knowledge:**

1. Knowledge of Indian Act as pertains to Status and membership criteria
2. Knowledge of Indian Act as pertains to Elections and Customs Election Codes
3. Knowledge of rules of order and minute taking

**Competencies:**

The Community Services Coordinator should demonstrate competence in some or all of the following:

1. Provides Customer Focused Service - Creates customer-focused service and solutions with a genuine interest in meeting the needs of all parties
2. Relationship Building - Develops strong, cooperative relationships with internal and external partners, customers, clients and colleagues to build long term relationships that foster collaboration and partnership
3. Written Communication - Communicates clearly, concisely and in an organized manner for a variety of audiences in writing
4. Effective Presentation - Delivers effective presentation, formal and informal, appropriate to a variety of audiences using appropriate delivery tools
5. Delivers on Commitments - Delivers on commitments to internal and external customers, demonstrating a sense of urgency and follow-through
6. Planning and Organizing - Establishes and plans a clear course of action, involving others as appropriate, managing activities and monitoring results to accomplish specific goals and timetables
7. Manages Stress - Maintains stable and effective performance under pressure or demanding challenges

**Skills and Abilities:**

1. Computer skills for Microsoft Office to the Advanced level (very skilled with the program and can help others learn and use more challenging techniques)
2. Ability to perform administrative tasks, organize and control the flow of work and poses excellent communication skills

**Experience:**

1. Two to three years related experience

**Working Conditions**

1. Non-standard hours of work for elections and other events
2. Travel is required
3. Receives minimal supervision with occasional direction and very few checks of the work performed

**Conditions of Employment**

1. Must be able to obtain and maintain a Criminal Records Check
2. Must be able to obtain and maintain a valid BC Driver's Licence
3. Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements and access to company vehicle is provided and requires a valid Driver's Licence

**Directly Supervises**

1. Provides functional direction to employees at the Band during elections

**General Category:**

1. Operates as part of a team and is flexible about the boundaries and functions of the job
2. Maintains open and professional communications with co-workers, board members and all others who do business with the society or member bands
3. Ensures that all internal and external deadlines are met
4. Travels as required in the performance of their job
5. Serves on committees as directed by the Executive Director
6. Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
7. Successfully completes all training courses undertaken at the direction of Executive Director
8. Maintains confidentiality of all information seen, heard or obtained by virtue of employment
9. Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

**Position Classification:**

Salary Grid Level: 6

Security Level:

<b>I have read the duties and responsibilities assigned to this position and described in this document. I agree to undertake these duties and responsibilities. I understand that this job description will be used as source to evaluate my job performance.</b>	Employees Signature:  Name: _____	Date:  _____
<b>The information contained in this document represents a realistic description of the duties and responsibilities of the described position as of the effective date.</b>	Supervisor Signature:  Name: _____	Date:  _____