



Northern Shuswap Tribal Council Society: 17 South 1<sup>st</sup> Avenue: Williams Lake, BC V2G 1H4:  
Phone: (250) 392-7361 Fax: (250)392-6158

## EMPLOYMENT OPPORTUNITY

**NORTHERN SHUSWAP TRIBAL COUNCIL SOCIETY** is seeking to fill a position in its tribal council department.  
**Full-Time: *Community Services Coordinator***

### POSITION 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.

### KNOWLEDGE, SKILLS & EXPERIENCE:

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
9. Develops, coordinates and schedules workshops to meet the needs of the organization and member bands
10. 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
11. Determines funding needs and writes proposals for funding to support workshops
12. Arranges for facilities, facilitator(s), support materials in accordance with budget amounts and with the annual work plan
13. Take the lead on planning and organization for Aboriginal Day Events
14. Works with the Executive Director for support to special events that promote the NSTQ
15. Other duties as assigned or required
16. Performs all of the duties associated with the Indian Registry System (IRS) including the registration of life events (birth, death, marriage, adoption, etc.)
17. Develops reports to support the activities of the program
18. Works within the budget associated with the Indian Registry System
19. Provides research assistance to those seeking to determine their eligibility for registration of Indian status
20. Issues Certificates of Indian Status (status cards) to identify First Nations persons
21. 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 duty
22. Maintains the status of and performs the duties of Commissioner for taking affidavits

### QUALIFICATIONS:

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

### How to Apply:

**For a complete job description**, please visit the Employment section of the Northern Shuswap Tribal Council website at: [www.northernshuswaptribalcouncil.com](http://www.northernshuswaptribalcouncil.com)

### **Please submit cover letter & resume to:**

#### **Email your application to:**

Bonnie Slack, Operations Coordinator      **Email:** [administration@nstq.org](mailto:administration@nstq.org)

#### **Mail your Application to:**

**Fax to:** 250-392-6158

Attention: Bonnie Slack, Operations Coordinator

Northern Shuswap Tribal Council

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### **Application Deadline:**

**June 8, 2018 @ 4:00 pm**

Applications received after 4:00 pm on June 8, 2018 will not be considered.

**NOTE:** Only those selected for an interview will be contacted.

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.