

## St'zuminus First Nation (SFN) Overview

At Stz'uminus First Nation (SFN), we are deeply committed to the well-being and prosperity of our members. Our mission goes beyond just providing services; we are dedicated to creating a vibrant and thriving community rooted in our rich cultural heritage. We focus on sustainable development, cultural preservation, and economic growth, working hand-in-hand with our members and partners to deliver impactful initiatives that support health, education, and employment opportunities.

Joining SFN means being part of an organization that values tradition while driving progress. If you're passionate about making a difference and want to be part of a team that honors the past while shaping the future, SFN is the place for you.

<b>Position:</b>	<b>Community Program Coordinator</b>
Salary:	\$48,801.92 - \$65,069.22 - \$81,336.53
Contract:	Fulltime, Permanent
Hours:	4-day work week, Mon – Thurs (36 hrs)
Location:	Ladysmith, BC

### About The Role

Reporting to the Director of Administration, Community Program Coordinator provides coordination, and management of community programs, events, and initiatives. This role ensures the seamless coordination of SFN programs while fostering collaboration across departments. The ideal candidate will have strong program management skills, supervisory skills and a commitment to supporting SFN's goals and community needs.

### Duties & Responsibilities

#### 1. Program planning, coordination and implementation

- Develop, coordinate, and oversee various community programs, workshops, and special events to align with SFN's mission and goals.
- Assess community needs and interests to create relevant and engaging programs and services.
- Collaborate with department heads, staff, and external partners to plan and deliver high-quality programs.
- Act as a liaison between community members and various SFN departments to ensure program success.
- Support proposal writing efforts to secure funding opportunities from federal, provincial, and other agencies.

#### 2. Transit Program

- Oversee daily transit operations, including scheduling, dispatching, and routing of vehicles.
- Ensure compliance with safety and operational standards, including local, provincial, and federal regulations.
- Monitor transit schedules to ensure timely and efficient services.
- Address and resolve complaints and concerns in a professional and timely manner.

- Identify opportunities for service improvements and implement strategies to enhance efficiency and quality.
- Issue and track purchase orders (POs) for fuel in accordance with organizational policies and approved budgets.
- Maintain accurate records of fuel purchases, usage, and expenditures for audit and compliance purposes.

### **3. Community engagement and liaison**

- Act as the primary contact for program inquiries, fostering strong relationships with community members and stakeholders.
- Promote community development through engagement, effective communication, and participation in community-led initiatives.
- Provide regular written and verbal updates to the Director of Administration as required.

### **4. Supervision**

- Provide supervision, and support to the assigned staff.
- Define job duties, set clear performance expectations, and conduct regular performance evaluations.
- Address performance issues constructively, fostering a respectful and productive workplace environment.
- Support workforce planning, including recruiting, onboarding, and training team members.
- Facilitate collaboration and open communication across teams to align program goals.

### **5. Facilities and Asset Oversight**

- Collaborate with relevant teams for asset management, safety monitoring, and general upkeep of community program spaces.

### **6. Finance and Administration**

- Assist in the preparation, monitoring, and reporting of program budgets to ensure financial accountability.
- Maintain detailed records of program operations, progress, and outcomes.
- Prepare reports and presentations for senior management and stakeholders.
- **Perform other duties as assigned.**

### **Education and Qualifications**

- Degree or diploma in Recreation, Community Development, Business, or a related field. Equivalent experience may be considered in lieu of formal education.
- Minimum of 3-5 years of experience in program coordination, project management, or community leadership roles.
- At least 2 years' experience working within First Nations governments or Indigenous communities.
- Strong program planning, coordination, and project management skills.

- Proven leadership experience, including supervision of staff and team performance management.
- Experience with budget preparation, monitoring, and financial reporting.
- Excellent verbal and written communication skills.
- Ability to develop respectful relationships with key funding agencies and stakeholders.
- Strong problem-solving and decision-making skills.
- Experience with asset and facilities management is an asset.

### **Total Compensation**

As a member of the team, you will have access to a wide range of employee benefits, including:

- Salary & pension plan with an employer contribution of 6% (after 3 months)
- 2 weeks' vacation, 15 days of wellness time off, time off during Christmas, 14 days of stat holidays including two SFN designated leaves.
- Fully employer paid extended health & dental benefits, Short-Term Disability and Long-term Disability, Life Insurance, Employee & Family Assistance program, and split paid Dental.
- Professional development support and more!

The Salary Range is the minimum and maximum annual salary based on full time equivalent hours. Incumbents are typically hired, transferred or promoted between the minimum and midpoint of the range based on their knowledge, skills, abilities and experience in relation to the role requirements.

The top 10% of the pay range is for the incumbents who are industry experts in the job with the combination of exceptional experience and competencies needed to perform all duties and responsibilities at a superior capability level.

**SFN is committed to respecting diversity within our workforce; preference will be given to individuals who identify as First Nations, Inuit, or Métis.**

### **How to apply**

Please send your application to [alan.francis@stzuminus.com](mailto:alan.francis@stzuminus.com), with subject, as title of the Job applied for.

**Closing date:** Open until Filled

For more information about us, please visit: [Stz'uminus \(stzuminus.com\)](http://stz'uminus (stzuminus.com))