



Okanagan Nation Alliance

#101 – 3535 Old Okanagan Hwy, Westbank BC, V4T 3L7
Phone (250) 707-0095 Fax (250)707-0166 www.syilx.org

EMPLOYMENT OPPORTUNITY

Knowledge Coordinator (term to March 31, 2021 – possible extension based on budget)

The Okanagan Nation Alliance (ONA) is the Tribal Council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve the Syilx Okanagan Nation title and rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

Key Duties and Responsibilities:

The ONA is seeking to employ an enthusiastic individual to work as a Knowledge Coordinator, within the Wellness Department. The position reports to the Data and Research Analyst and will engage with Syilx communities, and Indigenous and government partners to work on data governance (forming protocols to protect, gather, store and share knowledge). The position is responsible for creating and maintaining respectful relationships with Syilx members and other partners, supporting communities with research, engaging in research, and writing administrative and technical reports.

Qualifications and Experience:

- A Bachelor's degree in Indigenous Studies, Social Policy, Statistics, a related field, or Syilx knowledge equivalent.
- Three years of experience working with Syilx in research/knowledge seeking, social and community development and/or health/wellness.
- Knowledge of Syilx culture.

Other requirements:

- Positive teamwork mentality.
- Energetic and self-motivated with demonstrated written, oral and presentations skills.
- Working knowledge of computer software including MS office (Word, Excel, Access and PowerPoint).
- A reliable vehicle and a valid class 5 driver's license.
- Vulnerable Sector Criminal records check required.
- Willingness and ability to work flexible hours, which will include evenings and weekends.
- Aboriginal ancestry preferred.

Hours: Full time - 37.5 h/week.

Application Procedures: Please send a current resume and covering letter to:

Human Resources

Okanagan Nation Alliance
#101 – 3535 Old Okanagan Hwy, Westbank BC, V4T 3L7

Email: WellnessHR@syilx.org Fax: (250) 707-0166

COMPETITION OPEN UNTIL FILLED.

Thank you for your interest, No Phone Calls Please only those short-listed will be contacted