



# Okanagan Nation Alliance

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

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## EMPLOYMENT OPPORTUNITY

### Community Development Coordinator, Early Years

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 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.

The ONA is looking to hire a Community Development Coordinator to join the Wellness Policy and Planning team. This team works to build upon the groundwork laid by our cultural values, guidance provided by our communities, and latest best practices in Indigenous family wellness, to support the Syilx Nation on its path to exercising out inherent jurisdiction related to family wellbeing.

The ONA falls under Federal Labour standards, providing a great benefits and pension package upon completion of a probationary period. We also offer amazing internal and external training opportunities.

#### **Key Duties of the Role:**

Accountable to the *syilx Child and Family Administrator*, the *Community Development Coordinator, Early Years* will work with Nation communities in the development and implementation of syilx early years strategy. This position uses sound principles and practices centered in Syilx world view in order to uphold the Wellness Committee's mandate as it relates to wellness programs.

#### **Key Responsibilities:**

##### ***Community-Development***

1. Conduct effective community engagement with all ONA communities and their assigned personnel.
2. Support and engage Nation communities in the development and implementation of the Nation's plans and strategies related to early years.
3. Ensure incorporation of Syilx knowledge, beliefs, values, and best practices into the plans.
4. Identify, develop and implement education and awareness needs within Nation communities.
5. Promote community awareness and understanding of ONA's Wellness plans and mandates within the community and with partners.

##### ***Technical Support***

1. Remain current on trends and research in order to deliver advice and support.
2. Coordinate and provide technical expertise to relevant committees and working groups.

##### ***Administrative Responsibilities***

1. Implement and ensure assigned budget is expensed as allocated to meet contract deliverables.
2. Participate and assist in funding proposals as required.
3. Promote community awareness and understanding of ONA's mandate.
4. Participate in marketing and Communications activities.
5. Ensure all monthly, quarterly and annual reports are completed in a timely manner as required.
6. Ensure the program manuals are up to date and implemented.
7. Actively participate in Wellness Team meetings and assigned ONA events.
8. Ensure work plans are implemented and completed as required.
9. Other duties as discussed and agreed upon.

### **Qualifications**

Bachelor's Degree in Social Work, Indigenous Studies or other relevant field and (3) three years related work experience with Child & Family Support and Child Protection Services or Mental Wellbeing within a planning capacity AND/OR an equivalent combination of related education and experience.

### **Knowledge, Skills and Abilities**

1. Strong knowledge of wellness management and related challenges facing First Nations peoples.
2. Demonstrated experience and knowledge working with Indigenous child and family services.
3. Knowledge of the Syilx culture, the nsyilxcən language, and the Enowkin'wixw process.
4. Must have knowledge of court processes and CCOs (child in care orders)
5. Understanding of Indigenous cultural norms, protocols and. traditional wellness and healing,
6. Must be knowledgeable of the Federal and Provincial Government programs and plans pertaining to Child & Family Services and Mental Wellbeing.
7. Experience in research and planning.
8. Experience in effective community engagement processes and planning.
9. Ability to work closely with children, families and community members to ensure inclusion of traditional and cultural knowledge.
10. Ability to create reports.
11. Excellent mediation and conflict resolution skills.
12. Demonstrated organizational, time management and presentation skills.
13. Ability to use Microsoft Office, project management and budgeting software tools.
14. Must have excellent interpersonal, communication and technical writing skills.
15. Demonstrated knowledge of the IRS legacy and impacts, and effective methods for working with people living with intergenerational trauma.
16. Experience in working with First Nation organizations.
17. Availability of a reliable vehicle and a valid BC Drivers' License.
18. Ability to work flexible work hours/willingness to work on evenings and weekends when required.
19. Current criminal record (vulnerable sector) check with the RCMP.

### **Competencies**

1. Team Work
2. Reliability and Dependability
3. Flexibility and Adaptability
4. Gathering, Analyzing, and Managing Information
5. Integrity

**Values** – Respect, Honesty, Sharing, Trust and Unity

Hours of work: Fulltime, 37.5 hours per week. Main office located in West Kelowna. (possibly located in West Kelowna or Penticton)

**Wage Grid:** Grade 9, \$59,075 - \$79,925 annually (depending on education, skills and experience)

**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](mailto: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**