



Skwlāx te Secwepemcúlecw Job Posting

Position: Housing & Evacuee Support Recovery Coordinator

Department: Emergency Management

Employee Class: Temporary Full-Time

The Organization:

Skwlāx te Secwepemcúlecw (SteS) is traditionally known as Skwlāx, which translates to Black Bear in Secwépemctsin, the traditional language. SteS has a unique vision and drive; the Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ka Spa, and Little Shuswap Gas Station has helped promote Secwepemc culture, and allowed the SteS people to develop world class accommodation and leisure activities. The governance structure of SteS is unique and forward-looking, divided into four distinct sectors:

Administration	Covering programs and services for Band members
Wellness	Responsible for the overall health and wellness of the community
Territorial Stewardship	Addresses title and rights issues and external government-government relations
Economic Development	Oversees the business operations of the community and works to promote a strong, resilient economy for the community. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward

The Opportunity - A Day in the life of the Emergency Program Coordinator:

In the summer of 2023, Skwlāx te Secwepemcúlecw (SteS) was directly impacted by the Bush Creek East wild-fire which devastated our community and left a lasting impact on the community members and staff. Skwlāx te Secwepemcúlecw is seeking team members to be a part of our Recovery Team that will support and lead projects and initiatives, including a dedicated and professional Housing Recovery Coordinator who will support Kuk-pi7 & Council, the Executive Directors, staff, and community members through the housing recovery process. The Housing Recovery Coordinator will contribute to SteS recovery efforts through supporting Community Members with their temporary housing needs and their permanent rebuilding of their homes.

Qualifications:

- Ability to organize meetings, work one-on-one with community members and work under pressure.
- Knowledge of and/or experience with coordinating.
- Strong written and verbal communication skills.
- Minimum class 5 driver's license and ability to travel within region.



- Ability to apply for funding, develop plans, manage budgets, and other administration duties.

Duties:

- Support the Housing Rebuild Team
 - Participate in meetings such as Rapid Housing and Housing Rebuild.
 - Provide information to the team when requested.
- Assist with administration duties for the Rapid Housing
 - Oversee Tenancy Agreements for the new homes.
 - Provide information and communication for the move-in process for Rapid Housing.
- Supporting community members with the rebuilding of their homes
 - Liaison with the different recovery teams on behalf of the community members.
 - Support community members through the rebuild process, including arranging meetings, providing transportation, and providing progress follow ups.
- Support community members with the replacement of basic items through the “Schedule of Loss” program.
 - When requested, prepare documents and reporting.
 - Provide transportation when requested.
- Provide finance and administration on behalf of the Housing Department.
 - Maintain all program records, statistics, and other relevant information.
 - Oversee financial tracking and invoice processing.
 - Coordinate the purchase and tracking of materials, and supplies.
 - Oversee tenancy agreements for new homes.
- Provide additional support to the Recovery and Housing teams when requested.

Physical demands:

The physical demands of this job may vary. The majority will be performed at a desk/workstation and those normally associated with a typical office environment – sitting for extended periods of time, eye strain, moderate noise from office equipment/foot traffic, working in confined areas.

Working conditions:

The working conditions of this position is performed in an office type setting. May be required to work after hours and occasional travel may be expected.

Equipment and Software

- Microsoft 360 products – Word, Excel, Outlook, PowerPoint, Teams, SharePoint, and Publisher.

Application Deadline:

Open until filled.



Skwłāx te Secwepemcúlecw

Preference may be given to applicants of Indigenous Ancestry. If you possess the necessary qualifications and skills, please forward your cover letter and resume:

Email: hr@slsb.ca
Fax: 250-679-3220
In Person: Skwłāx te Secwepemcúlecw Office
1886 Little Shuswap Lake Road Chase, BC
VOE 1M2

Those who are selected for an interview will be contacted. No phone calls please.

NOTE: While we thank you for your interest in Skwłāx te Secwepemcúlecw, we will only be contacting the short-listed candidates. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial, and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.