



Title: Employment and Training Program Coordinator
Location: Lílwat Nation, Mount Currie, B.C.
Status: Permanent, Full-time
Wage/Salary: Dependent on experience
Closing Date: **March 27 2019**

SUMMARY

The Lílwat Nation Employment and Training Program Coordinator provides overall program coordination and technical assistance to funded special programs in delivering training and employment opportunities to individual clients and proponents for the geographical catchment area of the Lílwat Nation ISET.

Key Experience and deliverables:

- Ability to assist clients with a diverse range of needs including referrals to community resources and financial/living supports
- Assist in the development of new strategies and approaches for organizational partnering, training and employment opportunities
- Assist with coordination of Lílwat workshops/events/training modules, and community information sessions as directed
- Coordinate and/or facilitate when required in-house training for various program focuses as related to employability skills
- Assist, when required, in conducting work-site visits to monitor and support the participant and maintain good communications with work site supervisors and employer partners.
- Assist in the preparation of purchase orders for supplies, safety equipment and tools, uniforms and training/work required equipment and clothing
- Monitor ISET and WorkBC funded community contracts in Lílwat including program budgeting and data entry

Key Qualifications and Education:

- ISET and WorkBC catchment area First Nation Communities culture, and working knowledge of First Nations economic, social, and political issues
- Knowledge and understanding of ISET and WorkBC programming and Service Canada's operations, program delivery/services, and Lílwat programs, policies and procedures
- Strong written and verbal communications skills, computer skills: MS Word, MS Excel and organizational and multi-tasking abilities
- Ability to maintain confidentiality guidelines of all records, materials and communications concerning clients, staff and Lílwat Nation
- Must possess and maintain a valid B.C. Drivers' License
- Must successfully pass a pre-employment R.C.M.P. Criminal Records Check

Please submit a cover letter and your resume no later than **4:30 p.m. on March 27, 2019** to:
Melanie Williams, Community Services Advocate via email: melanie.williams@lilwat.ca or in person at the
Úlúus Community Complex, Mt. Currie, BC