



# Songhees Nation Job Posting

## Summer Term Position

### Temporary full-time position

<b>JOB TITLE:</b>	Summer Projects Coordinator		
<b>Reports to:</b>	Director of Health and Social Services	<b>Salary Scale:</b>	TBD ( 6 week term)
<b>Department:</b>	Health and Social Services	<b>Deadline:</b>	July 19 <sup>th</sup> , 2021

### POSITION SUMMARY:

Songhees Nation is seeking a Summer projects coordinator to join the Songhees Health team. The primary goal of the Summer Coordinator will be to research, schedule and implement safe, fun, and cultural youth, and family activities for the month of August.

### KEY DUTIES:

- Liaison with partnering agencies, or service providers about offerings, and schedules
- Work in collaboration with Health, Education and Language teams
- Create a schedule, book spaces, transportation and other required tasks related to activities
- Accept reservations /registration numbers for daily / weekly activities
- Key point of contact with community / parents
- Create and implement participation wellness and safety policy

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work independently with limited direction
- Ability to maintain strict confidentiality and to exercise judgement and discretion when dealing with sensitive issues
- Sound written and verbal communication skills and the ability to discuss issues in a respectful manner
- Ability to organize, plan and prioritize work related activities

### REQUIRED EDUCATION AND EXPERIENCE:

- Completion of grade 12
- Enrollment in related Post-Secondary Studies
- Clean Criminal Record check
- First Aid certificate
- Valid BC Class 5 driver's license and reliable transportation

### WORK CONDITIONS:

- Manual dexterity required to use desktop computer and peripherals.
- Interacts with public at large.
- Some travel or providing transportation as needed

**Please send resumes to: Felicity Peters, Human Resource Manager**  
**Songhees Nation Phone 250-386-1043 ext.114 Email: [Felicity.peters@songheesnation.com](mailto:Felicity.peters@songheesnation.com)**