



Songhees Nation Job Posting

Summer Term Position

Temporary full-time position

JOB TITLE:	Summer Projects Coordinator		
Reports to:	Director of Health and Social Services	Salary Scale:	TBD
Department:	Health and Social Services	Deadline:	July 11 th , 2020

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