



Carrier Chilcotin Tribal Council

59 – 1st Ave South | Williams Lake BC V2G 1H4

Phone: (250) 398-7033 Fax: (250) 398-6329

Community Engagement Coordinator

Posted	October 14, 2021
Department	Health
Start Date	Negotiable
Work Location	Williams Lake
Reports to	Dakelh Dené Health Manager
Positions Supervised	None
Full Time	35 hours per week
Salary	Based on qualifications and experience
Benefits	Eligible after 3 months of full-time continuous employment
Driver's License	Required
Driver's Abstract	Required
Police Info Check	Required
Travel	Required, may include overnight

Position Overview

As the Community Engagement Coordinator, you will provide communications, collaboration, and planning support for Carrier Chilcotin Tribal Council (CCTC) and its member communities. You will develop and support local community engagement activities as part of the CCTC Health Team as well as the regional team. In addition, you will ensure that engagement functions and resources are effectively integrated, organized and leveraged to meet strategic and operational needs within the local area.

Qualifications - Education and Experience

- A degree with specialization in Health Sciences, Education, Social Services, or 3-5 years related work experience is applicable.
- Experience working with BC First Nations/Aboriginal people at community and/or political level including in community engagement.
- Experience supporting traditional ceremonies and cultural practices.

Knowledge

- Knowledge of health and wellness related issues in general and those affecting First Nation communities.
- Knowledge of community engagement and development, provincial and federal health systems, and Aboriginal/First Nations health system needs.
- Knowledge of the BC First Nation political and governance landscape, and the current community, national, and regional contexts.

Essential Job Functions and Duties

- Assist CCTC and its member communities in identifying and prioritizing current and emerging health care needs to inform local and regional planning activities.
- Organize and support local community engagement activities that are integrated with identified health priorities and in alignment with the CCTC health strategy as well as the regional engagement strategy.
- Maintain a minimum of quarterly contact with the health and political leadership of all communities in the network to discuss progress on performance, objectives, and resolve problems as they arise.
- Liaise with Elders, and Chief and Council to ensure the deliverables are actively aligned with each Nations “Mission and Vision”.
- Provide logistical and technical support to the regional and sub-regional caucus process, including registration and support of the communities for regional caucus meetings as required.
- Identify communication opportunities and develop material in collaboration with the regional team, and the communications & public relations team.
- Facilitate the exchange of information and ideas between all the communities engaged in the local area or sub-region for the collective benefit of the communities.
- Assist in the rollout of communications materials to the local communities working in collaboration with leadership and the regional team.
- Support health leads in workshops, information fairs and other events where information about the First Nation Health Authority can be shared with community members.

Other Requirements

- Ability and willingness to travel as necessary
- Valid BC driver’s license
- Driver’s Abstract
- Vulnerable Sector Check

How to Apply

Please send your resume and a cover letter highlighting how you meet the qualifications and competencies of the role above to Chris Cardamone, Human Resources at hr@dakelh.ca by **Thursday November 4, 2021, at 4:00pm (PST)**. No phone calls please. Thank you for your interest, but only those selected for an interview will be contacted.

*** Please note that you must have authorization to work in Canada (you must possess Canadian Citizenship, Permanent Resident Status, or a Work Permit). We do not have the resources to assist you in obtaining this. ***

For more information about CCTC, visit our website: <http://carrierchilcotin.org>