



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0

Main Office (250) 750-4415 Fax: (250) 750-4420

www.mlib.ca

JOB POSTING Elder Coordinator

Job Summary:

The purpose of the position is to offer McLeod Lake Indian Band Elders social, physical, and spiritual building opportunities. This program will also contribute toward community programs promoting a healthier life style to membership.

Duties include and are not limited to:

Maintain and facilitate a high level of administrative and service delivery to the Elders' Program, the Elder's Coordinator responsibilities include, and are not limited to:

- Prepare and manage the Elder's Program, incorporating, community needs;
- Prepare and schedule monthly meetings (prep, notes, minutes, agenda etc.
- Prepare a monthly report to the direct Supervisor;
- Based upon existing training models, work with educational consultants and experts in the field to develop education on Elder's abuse, gambling addictions, etc.;
- Work with direct Supervisor to determine expenditures in keeping with the budget (tracking all receipts and PO's);
- Organize Elder's activities and Elder's trips (Elders Gathering, Elder's AGM, etc.), when budget allows;
- Work on designing a program in conjunction with MLIB Social and Health Department to enhance Elder relationships within the community and/or other organizations; to include Youth Program initiatives relating to Language & Culture.
- Prepare and submit proposals to external funding sources;
- Establish and maintain effective communication and liaison with Elder Councilor and other departments /programs;
- Network with other First Nations to help re-establish connections and building long lasting relationships;
- Other duties as may be required by direct Supervisor.
- Knowledge / understanding of Tse'khene traditions and language an asset.

Qualifications:

Grade 12 certificate combined with experience. Valid Driver's License, CPR/OFA Level 1, Criminal Records Check, knowledge of the MLIB Tradition, Culture and Language; Proficient use of computers and other office equipment. Ability to work evenings and weekends if needed; knowledge of issues facing First Nations in Urban and Rural settings.

Submit resumes to: Human Resources
McLeod Lake Indian Band
General Delivery
McLeod Lake BC V0J 2G0
Email: hrdept@mlib.ca
Fax: (250) 750-4420
Opening date: April 8th, 2021
Closing date: April 22nd, 2021

**No phone calls please, only qualified applicants will be contacted for an interview.*