



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting: Community Planning Assistant

Are you passionate about community planning and engagement? We're looking for an organized and detail-oriented individual to assist in the development and execution of community engagement sessions, policy planning, and outreach activities for the McLeod Lake Indian Band.

As a **Community Planning Assistant**, you will work closely with the Corporate Services Director to support various planning activities, coordinate community meetings, and assist with policy development. This role offers an exciting opportunity to contribute to meaningful community projects and enhance communication with Home and Away Members. If you're ready to make an impact and support the growth of McLeod Lake Indian Band, we'd love to hear from you!

The MLIB **Community Planning Assistant** is responsible for the following, (but not limited to) specific duties:

Key Responsibilities:

- Assist in developing and following project plans and work plans.
- Plan and organize logistics for community engagement sessions.
- Develop communications materials for Home and Away Members.
- Facilitate community engagements and meetings.
- Answer inquiries and provide information to Band Members.
- Review existing policies and provide writing support for updates and revisions.
- Assist in the development of new policies and planning documents.
- Organize and host committee meetings.
- Provide note-taking support and prepare meeting minutes.
- Assist with tracking expenses, invoices, and cheque requisitions.
- Provide backup support for other staff positions when needed (e.g., reception, technical support).
- Prepare reports and planning documents as required.
- Learn and develop additional skills such as hosting online meetings and managing virtual platforms.
- Work collaboratively with team members and contribute positively to the department.
- Engage in community conversations with professionalism and neutrality.

Education and Experience:

- Extensive experience with Microsoft Office programs (Word, Excel, Outlook).
- Minimum of two years' experience organizing, hosting, and executing community events, preferably in a First Nations government or non-profit setting.
- Experience facilitating community events and discussions.
- Familiarity with hosting online meetings using platforms like Zoom.
- Class 5 Driver's License with a clean abstract/ Criminal record check for vulnerable sector.
- Maintains strict confidentiality in performing their duties and demonstrates the following personal attributes: Respect, Empathy, Strength, Pride and Equality.
- Respect for and working knowledge of the Tse'Khene people culture and language

Wage and Hours

- \$30-32 per hour starting wage.
- Up to 35 hours per week.
- A flexible schedule is required, including availability for evenings and weekends as needed.

The position will be located at the offices of McLeod Lake and will require in-person work. The hours of work will vary and include evening and weekend work. Transportation may be provided from Prince George or Mackenzie.

Please submit resumes and cover letters to:

Attention: HR Advisor

Email: hrdept@mli.ca

Deadline to apply: February 21, 2025

Posted: February 10, 2025