



McLeod Lake Indian Band

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

Job Posting

Interim Elder Coordinator

The purpose of the position is to offer our Elders social, physical, and spiritual building opportunities. This program will also contribute toward community programs, promoting a health and wellness and language and culture.

Scope

Initially reporting to the Finance Director, the Interim Elder Coordinator will maintain and facilitate a high level of administrative and service delivery to the Elders' Program. This position will gather input from membership and develop framework for the program and seek funding opportunities. This position is backfilling for an employee on leave and may turn into continuing full-time employment.

RESPONSIBILITIES

The **Interim Elder's Coordinator** is responsible for the following but not limited to:

- Prepare and manage the Elder's Program, incorporating, community needs.
- Prepare and schedule monthly meetings with Elders (minutes, agenda etc.).
- Prepare a monthly report for the Council and deliver to the direct Supervisor.
- Based upon existing training models, work with educational consultants and experts in the field to develop education on Elder's health and wellbeing.
- Work with direct Supervisor to determine expenditures and maintain a budget.
- Organize Elder's activities and Elder's trips (Elders Gathering, Elder's AGM, etc.) and oversee all Elders participating during activities, programs, and/or events to ensure safety and encourage cultural and traditional engagement.
- Work on designing a program in conjunction with the 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 liaise 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.

Qualifications:

Undergraduate Degree and/or 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; Proficiency with computers and other office equipment. Ability to work evenings and weekends if required.

Submit resumes and a cover letter to:

Attention: Human Resources

Email: hrdept@mllib.ca

Posted: August 1, 2024

Closing date: until filled.