



McLeod Lake Indian Band

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

Job Posting 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 Education Director, the Elder Coordinator will maintain and facilitate a high level of administrative and service delivery to the Elders' Program. This position will gather input from the elders, develop language and culture preservation framework for the program and seek funding opportunities. The motivated candidate, under the direction of the Band Manager, will be tasked with the creation of an Elder Department.

RESPONSIBILITIES

The **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, wellbeing, culture and language.
- 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.
- Promote and facilitate Elder and Youth breakfasts.
- 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:

McLeod Lake Indian Band
General Delivery, McLeod Lake BC V0J 2G0
Attention: Human Resources
Email: hrdept@mlib.ca
Posted: September 14, 2023
Closing date: until filled.