



Okanagan Nation Alliance

#101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7
Phone (250) 707-0095 Fax (250) 707-0166 www.syilx.org

EMPLOYMENT OPPORTUNITY

Community Project Coordinator

The Okanagan Nation Alliance (ONA) is the Tribal Council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve the Syilx Okanagan Nation Title and Rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

Scope of the position:

Reporting to the Community and Business Liaison the Community Project Coordinator will support the planning, administration coordination, and implementation of community and nation-based projects. This role requires a strong understanding of Indigenous governance, cultural protocols, and community priorities. The successful candidate will work closely with the ONA leadership, staff, and community members to ensure projects are delivered in a respectful, timely, and effective manner.

Key Responsibilities:

- Coordinate and monitor projects related to Community and Business Liaison.
- Assist in developing project proposals, budgets, and funding applications.
- Liaise with internal departments, community members, and external partners, including government agencies and contractors.
- Track project milestones, deliverables, expenditures, and prepare regular progress reports.
- Organize community meetings, engagement sessions, and cultural events related to project activities.
- Ensure projects align with the values, traditions, and strategic goals of the Nation.
- Maintain accurate records, contracts, and documentation in accordance with Council policies.
- Support grant reporting and compliance with funding agreements.
- Promote transparency and accountability in all project-related communications.

Qualifications and competencies:

The position requires the following qualifications, values and competencies:

Qualifications.

- Diploma or degree in Project Management, Indigenous Studies, Business Administration, or a related field.
- 2+ years of experience in project coordination, preferably in a First Nations or Indigenous organization.

- Superior organizational written, verbal and time management skills.
- Superior communication, interpersonal and administration skills and abilities.
- Superior proficiency in Microsoft Office and project coordination tools.
- Knowledge of Indigenous governance structures, cultural protocols, and community engagement practices is highly recommended.
- Valid driver's license and ability to travel to community sites as needed.
- Experience working with Indigenous communities or Tribal Councils is highly recommended.
- Ability to speak or understand the local Indigenous language is a strong asset.
- PMP (Project Management Professional) or CAPM (Certified Associate in Project Management) certification is an advantage.

Competencies

1. Teamwork.
2. Reliability and Dependability.
3. Flexibility and Adaptability.
4. Communication.
5. Problem Solving.

Values – Respect, Honesty, Sharing, Trust and Unity.

Hours of work: Full time, 40 hours per week.

Salary: \$59,000 to \$79,925 per annum.

Participation in the ONA medical and pension programs under certain conditions.

Office Location: Westbank, Main office.

Application Procedure: Interested candidates are invited to send a current resume and cover letter to:

David Leroux, Human Resources Manager
Okanagan Nation Alliance
#101-3535 Old Okanagan Hwy, Westbank BC V4T 3L7
Email: dleroux@syilx.org or Fax: (250) 707-0166

Thank you for your interest. **No phone calls please.** Only shortlisted candidates will be contacted.