



# Okanagan Nation Alliance

101 -3535 Old Okanagan Hwy, Westbank, BC V4T 3L7  
Phone (250) 707-0095 Fax (250)707-0166 [www.syilx.org](http://www.syilx.org)

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## EMPLOYMENT OPPORTUNITY

### Syilx Nation Planner, Education

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 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.

The ONA is seeking to employ a Data Nation Planner to form part of the Wellness Policy and Planning team. This team works to build upon the groundwork laid by our cultural values, guidance provided by our communities, and latest best practices in Indigenous data governance, to support the Syilx Nation in data governance work.

#### **Job Purpose**

Accountable to the Child & Family Administrator, the Nation Planner, Education will be responsible for the development, monitoring progress of the Syilx Education and Early Years strategies and plans; liaising and reporting at senior levels regarding the Syilx Education as approved and mandated through the CEC and Wellness Committee.

#### **Key Responsibilities**

##### ***Research and Analysis***

1. Conduct research and analysis, synthesize and interpret information and develop reports and recommendations with supporting information.
2. Conduct needs assessments, literature reviews and compile annotated bibliographies as required.
3. Remain current on policy and legislation as it pertains to First Nations.
4. Community engagement including community consultation, interviews, focus groups, and surveys.

##### ***Technical Support***

1. Coordinate and engage community, community partners, committees and working groups.
2. Create short and long-term nation-based plans and strategies.
3. Develop and implement the process to create nation plans.
4. Create and implement specific strategies as required.
5. Monitor, evaluate and follow up where required.
6. Ensure effective communication will Wellness Committee.
7. Produce briefing notes, backgrounders, discussion papers and position papers, tribal council resolutions, and presentations, including interpretation of policy for senior management, leadership and external partners.
8. Provide technical support to Wellness Committee and Leadership as required.

##### ***Project Management***

1. Assume the role of project lead and ensure the planning, implementation, monitoring, controlling and evaluation components are all effectively completed.

2. Manage assigned budgets associated with managed projects and ensure reporting requirements are met.

### ***Administrative Responsibilities***

1. Implement and ensure assigned budget is expensed as allocated to meet contract deliverables.
2. Participate and assist in funding proposals.
3. Promote community awareness and understanding of ONA's mandate.
4. Participate in marketing and Communications activities.
5. Ensure all monthly, quarterly and annual reports are completed in a timely manner as required.
6. Ensure the program manuals are up to date and implemented.
7. Actively participate in Wellness Team meetings and assigned ONA events.
8. Ensure workplans are implemented and completed as required.
9. Other duties as discussed and agreed upon.

### **Qualifications and Competencies**

The position will require the following qualifications, values and competencies.

#### **Qualifications**

Master's Degree in Statistics, Social Policy, Political Science, Social Work, Public Administration, Health, Indigenous Studies or other relevant field and (3) three years related work experience with research and data planning or an equivalent combination of education and experience.

Experience writing policy for First Nation wellness programs or projects is preferred.

#### **Knowledge, Skills and Abilities**

1. Strong knowledge of data governance and related challenges facing First Nations.
2. Proven knowledge and experience with policy research, analysis, planning and development.
3. Experience creating strategies and managing projects and/or project components.
4. Experience providing advice and recommendations.
5. Experience working productively with internal and external stakeholders.
6. Strong knowledge of various government policies and legislation.
7. Superior critical thinking and the ability to generate ideas.
8. Ability to work closely with syilx Elders and community members to ensure the work is founded on traditional and cultural knowledge.
9. Ability to create reports.
10. Excellent mediation and conflict resolution skills.
11. Demonstrated organizational, time management and presentation skills.
12. Ability to use Microsoft Office, project management and budgeting software tools.
13. Must have excellent interpersonal, communication and technical writing skills.
14. Experience in working with First Nation organizations.
15. Availability of a reliable vehicle and a valid BC Drivers' License.
16. Ability to work flexible work hours/willingness to work on evenings and weekend.
17. Current criminal record (vulnerable sector) check with the RCMP

**Hours of work:** 40 hours per week.

**Rate of Pay:** \$39.60- \$53.57 hourly

Okanagan Nation Alliance - Wellness HR  
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COMPETITION OPEN UNTIL FILLED