



Okanagan Nation Alliance

101 -3535 Old Okanagan Hwy, Westbank, BC V4T 3L7

Phone (250) 707-0095 Fax (250)707-0166

www.sylx.org

EMPLOYMENT OPPORTUNITY

Sylx Early Years Community Development Coordinator- Permanent, Full-Time

The Okanagan Nation Alliance (ONA) is the Tribal Council for the eight member communities of the Okanagan Nation, which includes Osoyoos Indian Band, Upper Nicola Band, Upper and Lower Similkameen Indian Bands, Penticton Indian Band, Westbank First Nation, Okanagan Indian Band and the Confederated Tribes of the Colville Reservation.

The ONA is currently interested in employing a Sylx Early Community Development Coordinator to support the development, implementation and maintenance of Early Years programming in the area. The Coordinator will be responsible to assist with the organization, development and implementation of the Sylx Early Years project, processes and services, ensuring the Sylx worldview, in order to uphold the Wellness Committee mandate, as it relates to wellness services.

Scope of Position:

This position will work with the Wellness Team as well as Okanagan Nation communities, committees, external governments, First Nations and other partners. This role is accountable to the Nation Health Planner and ensures effective case management with families, stakeholders and community partners.

Key Duties and Responsibilities:

1. Conduct effective community engagement with sylx communities and their assigned community staff.
2. Support and engage sylx communities in the development of the Nation's early years plans and strategies
3. Develop and lead community early years projects as requested by community.
4. Lead, supervise and implement smaller program events.
5. Provide support, guidance, recommendations to communities on their community-based plans/strategies as requested.
6. Provide advice and recommendations to policy and planning team on overall Wellness Strategic Plan.
7. Conduct quality research, provide analysis and recommendations as assigned.
8. Remain current on trends and research to deliver advice and support.
9. Coordinate and provide technical expertise to relevant committees and working groups.

Qualifications and Experience:

- Bachelors' Degree in Child and Youth Care OR related discipline or an equivalent combination of education, training and experience.
- Minimum of (3) three years recent related experience
- Must have knowledge of mainstream and Indigenous Early Childhood development program
- Some knowledge and abilities in strategic planning, human resources, and administration
- Working knowledge of the stages of early childhood development and relevant assessment tools
- Proven experience in community development and capacity building.
- Strong skills in creating and maintaining partnerships within the Nation, and with government, industry or agencies regarding wellness.
- Ability to create reports.
- Excellent mediation and conflict resolution skills.
- Demonstrated organizational, time management and presentation skills.
- Ability to use Microsoft Office, project management and budgeting software tools.
- Must have excellent interpersonal, communication and technical writing skills..
- Availability of a reliable vehicle and a valid BC Drivers' License.
- Ability to work flexible work hours/willingness to work on evenings and weekend.
- Current criminal record (vulnerable sector) check with the RCMP.
- Aboriginal Ancestry preferred.

Hours of work: Grade 10 wage range- \$35.51-\$42.63 per hour for 40 hours per week.

Application Procedures: Please send a current resume and covering letter to:

**Wellness Department
Okanagan Nation Alliance
#101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7
Email: WellnessHR@syilx.org Fax: (250) 707-0166
COMPETITION OPEN UNTIL FILLED**

Thank you for your interest. No Phone Calls Please only those short-listed will be contacted