

L'sitkuk Job Posting: L'sitkuk First Nation

Community Enhancement Initiative Coordinator

L'sitkuk Health Center

Objective: Maintain, and enhance existing community initiatives, and develop new initiatives that support the L'sitkuk community. To promote strength within the community wholistically.

- Submit budget for program requirements to supervisor.
 - Ensure programs meet community needs.
 - Liaison with outside agencies when necessary
 - Maintain all files in a secure cabinet.
 - Program planning and execution.
 - Attend training as required.
- Write proposals and apply for grants that will support community programming.
 - Support other staff if necessary.
 - Perform other duties as deemed necessary.
- All work duties are done in a confidential manner.

Expected started date: April 1st, 2024.

30 hours per week with potential for increase

Program and service times must meet the needs of the community. Therefore, evenings and weekends are required.

Qualifications: Must have a minimum of grade 12, proposal and report writing experience, work independently, be self-motivated, be able to work with a variety of age groups, and have strong computer skills.

Must have a clear criminal record.

Must maintain a clear vulnerability check.

Must hold a valid driver's license.

Please submit your resume and letter of interest to Band Administrator in a sealed envelope labeled "CEIC Job Posting ATT: Band Administrator" by March 18th, 2024, 3:00pm.

48 Reservation Road, L'sitkuk