



Employment Opportunity Project & Events Coordinator

ABOUT US

Ts'elxwéyeqw are one of the tribes of the Stó:lō – People of the River – and are part of the broader Coast Salish collective. The Ts'elxwéyeqw are the First People of the Chilliwack River watershed in the Central Fraser Valley of southwestern British Columbia. The Halq'eméylem tribal name 'Ts'elxwéyeqw' is known in English as 'Chilliwack'.

Long before contact, there were strong First Nations peoples in a beautiful valley territory. These early peoples were the original members of the Ts'elxwéyeqw Tribe. The Territory is the ancestral home and spiritual realm of the Ts'elxwéyeqw communities with the original villages around Sxótsaqel Chilliwack Lake, in a portion of their traditional territory, which is today referred to as the Chilliwack River Valley. Evidence of thousands of years of continuous occupation by the Stó:lō and their ancestors is documented through a range of disciplines including oral history, written history, ethnography, and archaeology.

In the mid-18th century, with the creation of the Indian Act, the once strong and territory based First Nations, became seven Indian Act First Nation communities. The modern-day bands that constitute the Ts'elxwéyeqw Tribe include: Āthelets (Aitchelitz), Sq'ewqéyl (Skowkale), Shxwhá:y, Th'ewá:li (Soowahlie), Sxwoyehálá (Squiala), Ch'iyáqtel (Tzeachten) and Yeqwyeqwí:ws (Yakwekwioose).

TTML and affiliated companies were created to manage the Tribe's traditional territory that was not assigned to a reservation and to pursue economic development opportunities and cultural initiatives on behalf of the tribe and its members. The Board of Directors is comprised of leaders from each Ts'elxwéyeqw Tribe community.

In addition to the stewardship of Ts'elxwéyeqw Tribe traditional territory, TTML engages in various business opportunities to benefit the Tribe as a collective. TTML also engages in consulting services for neighboring First Nation's communities. Ts'elxwéyeqw Tribe has been entrusted with the stewardship of the traditional territory where we exercise Aboriginal rights and title on behalf of our seven member communities. With Ts'elxwéyeqw Tribe's success, it has brought recognition and relationships with the general public, local government, and provincial government agencies.

OUR MISSION AND VALUES

We achieve strength, unity, and success by managing natural and cultural resources for the well-being of our people and our environment.

Our decisions and actions are driven by our six (6) core values:

Unity – Working and living as one Tribe.

Harmony – Between our people, environment, and economic development.

Family – Caring for our youth, neighbours, and future generations.

Culture – Preserving our language, history, practices, and traditional foods.

Nature – Managing our natural resources sustainably for the benefit of the Tribe.

Respect – For each other and for our environment.

WHO YOU ARE

YOU are committed to supporting TTML's project and communication teams' activities by being organized, proactive and keeping everyone informed.

YOU have an eye for detail and support various projects including procurement, direction, and evaluation of contracted services.

YOU are resourceful and will research and apply for funding opportunities for TTML.

YOU are responsible for communicating and maintaining good records of funding agencies through timely reporting and compliance.

YOU will coordinate and support meeting and events with passion, motivation, and in the spirit of togetherness that supports the strategy and initiatives of the TTML.

KEY RESPONSIBILITIES / ACCOUNTABILITIES

Reporting to the Executive Director, the Projects and Events Coordinator assists the project team and others in the organization with information gathering, meeting/events coordination, research, creating project plans, tracking/reporting, and managing budgets for project coordination/management. This position also assists and provides back up to support other activities including project administrative duties and attending/supporting community events to support the communications team.

Project Coordination

- Works with the Executive Director, Project Manager, and other TTML staff to support activities and projects of the organization.
- Coordinates, monitors, and reports on project operations.
- Supports developing project work plans and budgets.
- Enhances and maintains system for tracking detailed project activities.
- Supports the procurement, direction, and evaluation of contracted services on various projects.
- Drafts reports, documents, and presentations.
- Organizes, files, and maintains all project emails and documents.
- Conducts project related research.
- Communicates results of research both verbally and in writing.
- Researches and applies for funding opportunities.
- Maintains a good record with funding agencies through timely reporting and compliance with other requirements.
- Supports the communications team with planning and attending events.

Meeting and Event Coordination

- Schedules and coordinates set up for project related meetings and events.
- Books and organizes catering/meals for meetings and events.
- Prepares meeting agendas and drafts meeting minutes and action item follow up.
- Organizes and assists with facilitating open houses and attends community events.

Critical Skills

- A desire to support others.
- Well-developed verbal and written communication skills.
- Ability to work independently and as part of a team.
- Strong organizational skills with the ability to prioritize, as well as be adaptable to changing priorities as necessary.
- Ability to listen to complex information discussed and presented at various meetings and record key points and action items.
- Ability to build and maintain strong relationships both internally and externally.
- Strong organizational skills with the ability to prioritize as well as be adaptable to changing priorities as necessary.

- Ability to coordinate, and report on multiple projects.
- Ability to maintain confidentiality guidelines of all records, materials, and communications.
- Ability to listen to complex information discussed and presented at meetings and record key points and action items.

Critical Success Factors

The core of our organization is to manage the Ts'elxwéyeqw Tribe's traditional territory and to pursue economic development opportunities on behalf of the Tribe and its Members. Anyone who works for the organization needs to have a passion for sharing their strengths and abilities in pursuit of our Mission.

Qualifications

Required:

- Bachelor's Degree in Business Administration or related degree and/or Project Management training/certification.
- Three (3) years' experience in a related field.
- Experience in coordinating projects including planning, budgeting, and tracking.
- Experience coordinating meetings and events.
- Experience developing detailed work plans and schedules.
- Must have valid driver's license (BC Class 5) and satisfactory driving record.
- Criminal records check (vulnerable sector).

Preferred:

- Communications/public relations or related experience would be an asset.

In Return for Your Expertise

Every employee at TTML is key to our success as we are a small team that works collectively to ensure we make positive change in our environment. Appreciating that we work and contribute in different ways, we have a culture that is centered around caring for our work, our team, our partners, and our communities.

We offer a competitive annual salary from \$58,000.00 to \$62,000.00 that will commensurate with your experience and education for this role, plus comprehensive benefits, including extended health benefits, Life/AD&D, STD, LTD, a 5.5% matched Pension Plan, professional development and training opportunities, employee recognition, and vacation, sick and several other wellness related leaves.

This is a full-time (40 hours per week), salaried position located at our Chilliwack office. Some travel, approximately 20% of the time, to visit communities, project locations and attend events is required.

How to Apply

Interested candidates are invited to submit the following to Paula.Ranson@ttml.ca noting in the subject line "***Project & Events Coordinator Posting***" **no later than August 2, 2024 at 5:00 pm PST.**

1. A cover letter outlining how your previous experience and education will support this position.
2. An up-to-date Resume/CV.

The successful candidate will be asked to provide references, and a clear criminal records check. We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. As this is a unique opportunity, we welcome and are open to discussing flexible arrangements. We thank all applicants for their interest; only those selected for an interview will be contacted.

We aim to provide support through this recruitment process to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodation during the interview process, don't hesitate to get in touch with Paula.Ranson@ttml.ca

TTML hires based on skills, ability, and qualifications; however, in support of our strategy to achieve our employment goals for Indigenous Peoples, qualified Indigenous applicants will be given priority.