



## POSITION DESCRIPTION

### Kanaka Bar Indian Band

2693 Siwash Road,  
Kanaka Bar, BC V0K 1Z0  
250-455-2200

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## Job Description

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A Great opportunity for a qualified individual to join Kanaka Bar Indian Band and take your career to new heights with a dynamic and progressive First Nations government.

### **Title: Education & Social Services Internship**

### **Reports to CEO Programs & Services**

### **Summary**

Under the direction of CEO of programs and services, the Education & Social Services Intern is responsible for planning, developing, managing and delivering education, social, language programs to the community members of Kanaka Bar Band across the lifespan. The Education & Social Services' Intern's main objective is to achieve success in meeting Kanaka's vision statement regarding community development by creating a personalized educational program for each member. For more information on the community, please review our website at: <http://www.kanakabarband.ca/>

The Education & Social Services Intern assists community members in the areas of:

- Staying informed on relevant Kanaka Bar's policies, monitoring, evaluating and recommending changes as directed
- Assisting with the development of policies and procedures, strategic plans, goals, objectives and departmental work plans;
- Ensuring that all PSE applicants are treated in a consistent and fair manner.
- Development of a robust afterschool program for K-12 learners;
- Working with adult learners ensuring dignity and confidentiality of learners is maintained.
- Connecting SA clients with health, education and job opportunities while ensuring confidentiality;
- Monitoring, evaluating and managing education programs, services, policies and procedures;
- Managing the development and delivery of specific activities and services;
- Researching funding opportunities and ensuring proposals are submitted;
- Continually evaluating community, client and partner needs, strategic goals and plans, policies and procedures, as required;
- Identifying how services and programs can be integrated with other departments of Kanaka Bar Indian Band and consulting with those departments;

- Develop, update and enforce all organization policies and procedures regarding Education & Language,
- Able to speak and write Nlaka'pamux or willingness to learn
- Develop and implement a Nlaka'pamux language program;
- Work and develop relationships with community-based groups, leaders and staff to create programs that promote education and language
- Take the lead role in working with other departments, specialists and staff to promote on-going Education, Training, Social & Language projects
- Highly effective project management, prioritization, multi-tasking, and time management skills to meet deadlines
- Ability to work effectively and independently with all levels of health and administrative managers within the organization and with community leaders
- Effective written and verbal communication skills as well as presentation skills
- Energetic, self-motivated, and results-oriented
- Knowledge of education, social and language organizations and agencies
- Sound leadership, staff management, and teambuilding skills
- Computer literate, including effective working skills of MS Word, Excel, PowerPoint, e-mail and Adobe Products.
- Ability to follow through and complete overlapping projects
- Strong work ethic and positive team attitude

## Requirements

- Student in final year of Bachelor of Education or Social Work (BSW), or related field required.
- Knowledge and understanding of Nlaka'pamux culture and heritage;
- Experience living or working in a First Nations environment an asset;
- Knowledge of BC Employment and Income Assistance Program;
- Knowledge of Indigenous Services Canada K-12 and Postsecondary funding structure;
- Valid class 5 driver's licence.

## Working Conditions

- Interacts with residents, family members, staff, visitors, government agencies/personnel under all circumstances
- Some travel is required
- Ability to attend and conduct presentations
- Manual dexterity required to use desktop computer and peripherals
- After hours and some weekend work as required

This will be a temporary position with the possibility of full-time permanent employment if internship goes well.

All interested +applicants should submit cover letter and a resume to **ceoblue@kanakabarband.ca**. Position will remain open until a suitable candidate is found. We appreciate all applications however; only short-listed applicants will be contacted to participate in the interview process. Starting date is negotiable once a suitable candidate is found.