

Kanaka Bar Indian Band



JOB DESCRIPTION

Position: Social Development/ Post Secondary Education Coordinator

Organization: Kanaka Indian Bar Band

Reporting to: Director of Programs and Services

This posting will be in effect until the position is filled

Summary:

Kanaka Bar Indian Band has a vision to manage and use its land and resources to maintain a self-sufficient, sustainable and vibrant community. In 2016, Kanaka's Council adopted an organizational structure to implement this community vision. This new structure separates politics from business, decision-making from implementation, and social programming from for profit activities. With this posting, Kanaka Bar is inviting applicants to oversee the Post Secondary Education and Social Development functions of the Kanaka Bar Indian Band. For more information on the community. Please review the rest of our website at:

<http://www.kanakabarband.ca/>

The Social Development/ Post Secondary Education Coordinator is a dual role.

This is a full-time position at Kanaka Bar Band Office, 2693 Siwash Rd, Lytton, Mon. to Fri. 8am-4pm

Duties will include:

1. **Oversee the Post-Secondary Education program-** coordinate intakes and applications for post-secondary programs, support students' learning goals by providing financial supports and provide informed career and education guidance. The goal will be to achieve success in meeting Kanaka's vision statement regarding community development by delivering customized services to meet each student's unique needs.
2. **Oversee the SA program-** Support Kanaka members to access Social Assistance and oversee monthly reporting, job search and compliance with Indigenous Services Canada SA policies and procedures. The goal is to reduce poverty, encourage independence, build capacity and comply with set guidelines and policy.