



Job Description: Youth Outreach Coordinator**Organization:** Kanaka Bar Indian Band**Reports to:** Director of Programs and Services

JOB DESCRIPTION**Position:** Youth Outreach Coordinator**Organization:** Kanaka Indian Bar Band**Reporting:** Director of Programs and Services**Start Date:** As Soon As Possible**Deadline:** Until 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 Youth Outreach functions of the Kanaka Bar Indian Band. For more information on the community please review our website at: kanakabarband.ca

The Youth Outreach Coordinator will be responsible for planning, developing, managing, and delivering youth mobilization, leadership, and career initiative programs to the community members of Kanaka Bar across the younger lifespan.

The Coordinator's main objective will be to achieve success in meeting Kanaka's vision statement regarding community development by creating a personalized development and mentorship path for each youth.

This will be a full-time position at Kanaka Bar from Monday to Friday.

Duties and Responsibilities:

- Stays informed on relevant youth policies, monitors, evaluates, and recommends changes as needed;
- Assists with the development of strategic plans, goals, objectives and semi-annual work plans;
- Maintains confidentiality on all matters relating to the affairs of the Kanaka Bar Band;

- Ensures that all youth participants and applicants are treated in a consistent and fair manner;
- Develops robust community programs and initiatives for local youth
- Works with young adult learners, ensuring the dignity and confidentiality of learners is maintained;
- Connects youth with health, education, and job opportunities while ensuring confidentiality;
- Monitors, evaluates, and manages youth programs, services, policies, and procedures;
- Manages the development and delivery of specific youth-centred activities and services;
- Researches funding opportunities and ensures youth initiative proposals are submitted;
- Able to speak and write Nlaka'pamux, or willingness to learn would be considered an asset;
- Works and develops relationships with community-based groups, leaders, and staff to create programs that promote youth engagement, education, and language;
- Takes the lead role in working with other departments, and staff to promote on-going education, training, and youth social development projects; and
- Performs other related duties and responsibilities as assigned.

Specifically,

- Research and coordinate opportunities for leadership pathways for youth.
- Research and coordinate training opportunities and upgrading for youth members as requested.
- Coordinate training opportunities within the community for youth internships, apprenticeships, job shadowing, and mentoring.
- Organize education, leadership, and cultural evening activities for youth, including but not limited to tutoring, homework club, career planning, community service projects, and cultural workshops.

Requirements:

- Previous experience or demonstrated aptitude in youth mentorship, leadership, or community volunteerism preferred (Entry-Level).
- Experience and exposure to a First Nations environment preferred;
- Knowledge and understanding of Nlaka'pamux culture and heritage
- Possess strong computer skills using Outlook, Word, Excel, PowerPoint, and social media platforms for youth communication;
- Good verbal and written communication skills;
- Diplomacy, tact, and confidentiality in dealing with a variety of people and information;
- Reliability, good judgment, dependability, and a mindset to continuously learn;
- Self-motivated and an ability to work independently with youth groups;
- Ability to work in a team-oriented environment;

- Flexibility is a must to adapt to changing work priorities, evening events, and weekend workshops.
- Valid Class 5 driver's license preferred, but not mandatory (or reliable means of transit).
- Must clear a current Vulnerable Sector Criminal Record Check.

Working Conditions

- Physical presence at the Band office or community center from Monday to Friday, with required flexibility for evening and weekend youth events. Interaction with youth, employees, residents, membership, leadership, and the public.
- Ability to travel as and when required for youth outings and workshops.
- Manual dexterity required to use desktop computers and peripherals.
- Moving, setting up, taking down, clean up and participating in active youth recreation events and workshops.

This is a full-time employment position based out of the Kanaka Bar's Band Office.

Send resume and cover letter to programsdirector@kanakabarband.ca