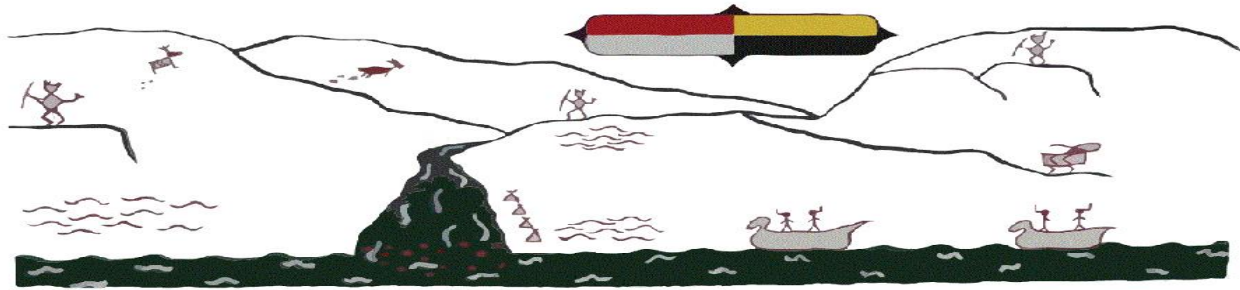


Kanaka Bar Indian Band



Virtual Engagement Coordinator – Start date is ASAP

Kanaka Bar Indian Band (Kanaka) is seeking an in-house Engagement Coordinator to support our community with virtual engagement. The Coordinator will respond and assist Council, CEOs, staff, and membership, regardless of residency with [Zoom Platform](#) installation and operations and manage Facebook and Website. Reporting is to Chief regarding tasks and invoicing. Most of the work can be done remotely but there will be certain meetings requiring an in-person attendance (when permissible) so the applicant must be at Kanaka, particularly during the 3rd Thursday meetings.

The successful applicant will be responsible for receiving, scheduling and hosting all virtual Zoom meetings from start date up to September 30, 2021, providing technical support to attendees before, during and after virtual meetings and in some cases moderating and summarizing meeting discussions (when required). Successful applicant will also be recipient of materials for posting on Facebook and for administering Kanaka's Website. This is a part-time contract position (must have own computer, software, and phone) for which the applicant will receive a rate of \$20 per hour. Travel to and from Kanaka for physical delivery of services may be required so a reliable vehicle and Driver's License is a requirement. Physical attendance, travel costs and other expenses will be reimbursed based on the prior approved terms.

Role and Responsibilities:

Kanaka is seeking a responsible and detail-oriented person who can critically think through questions, comments and concerns and troubleshoot hardware and software issues as they arise. The goal will be to coordinate the Kanaka virtual Zoom engagement meetings during the ongoing pandemic. The person will thus be responsible for coordinating and facilitating remote community engagement with membership, leadership, staff, and other participants.

More specifically the duties will include:

- Setup and schedule meetings with potential attendees (ensuring proper invites are sent out).
- Create advertisement and posters and circulate for meetings/events and assist with updating Facebook and website.
- Respectfully engage with members, leaders and staff regarding queries related to virtual engagement.
- Provide support with design and implementation of website's membership portal.
- Initiate meetings as requested (some are already regularly scheduled).
- Provide hands on support during meetings (virtual and in some case physical).
- Facilitate breakout rooms, polls and other survey questions during meetings.
- Ensure virtual sessions (where applicable) are being recorded properly for playback.
- Assist members and attendees with technical issues that may arise before and during virtual meetings.
- When requested, record the questions raised and other important ideas from meetings.
- When requested, prepare summary of discussions during the session and a written record of meeting.
- Follow up and gather feedback from attendees (if required).
- Constantly improve upon Kanaka's engagement process and other tasks related to virtual and social media engagement.

Ideal Candidate

- Will be competent in computer hardware, software, and a quick learner.
- Have prior knowledge of Zoom and Website management (an advantage) or demonstrated learning ability.
- Can troubleshoot and critically think through technical problems and provide solutions virtually.
- Must have good written and oral communication skills.
- Have an ability to manage virtual sessions and the data generated.
- Must be detail-oriented with good time management (plan, coordinate, execute and report on meetings).
- Possess active listening skills to identify key ideas from engagement.

Application Process

Please submit your resume and cover letter by email to chief@kanakabarband.ca by 4 p.m. (PST) on Friday, April 23, 2021.