



Job Posting

Position: sqilx^{w4} cáwt Community Safety Events Coordinator

Department: Community Safety

Start date: ASAP

Wage: Grade 4 (\$19.38-\$25.40)

Hours of Work : up to 40hrs per week

Reports to: Cultural Safety Lead

Role: The sqilx^{w4} cáwt Community Safety Events Coordinator supports cultural safety and land-based programming by organizing community events that reflect Syilx values of connection, respect, and collaboration. Working with the sqilx^{w4} cáwt team, Nkwala School, Elders, and others, the role helps create safe, inclusive spaces for cultural learning through the 13 Moons framework and related initiatives.

Key Responsibilities:

- Provide administrative and coordination support to the sqilx^{w4} cáwt – Cultural Safety Lead and team.
- Plan, schedule, and assist in delivering land-based learning events aligned with the 13 Moons and cultural safety framework.
- Manage event logistics, including venue bookings, transportation, catering, supplies, budgeting, and honoraria.
- Collaborate with Nkwala School to support cultural learning opportunities for students and families.
- Build and maintain respectful relationships with Elders, Knowledge Holders, community members, and departments.
- Assist in creating event materials such as posters and community notices.
- Maintain attendance records, event summaries, and support basic reporting requirements.
- Perform additional duties as needed to support sqilx^{w4} cáwt programming.
- Taking meeting minutes, advisory meeting minutes and organizing them.

Qualifications/Experience:

- High School Diploma (or equivalent).
- Experience in event coordination, administration, or community engagement.
- Knowledge of or willingness to learn about Syilx cultural values, land-based learning, and trauma-informed approaches.
- Valid driver's license and access to a vehicle daily.
- Ability to travel within the community and attend training sessions, events or workshops.

Required Knowledge, Skills and Abilities:

- Strong organizational and time-management skills with the ability to manage multiple priorities.
- Comfortable using Microsoft Office (Word, Excel), email, and scheduling tools.
- Strong communication skills—clear, respectful, and community-oriented.
- Ability to work independently and collaboratively within a team.
- Valid driver's license and reliable transportation is an asset.
- Criminal Record Check is required.

How to Apply:

Send cover letter and resume by via hand delivery, mail, or e-mail, to: hr@uppernicola.com

HR - Upper Nicola Band – General Delivery, Douglas Lake, BC V0E 1S0

Upper Nicola Band thanks all applicants. Only those shortlisted for an interview will be contacted. Open until filled.