



BRIDGE RIVER INDIAN BAND

P.O. BOX 190, LILLOOET, BC V0K 1V0 • PH: (250) 256-7423
ADMIN FAX: (250) 256-7999 • HEALTH FAX: (250) 256-2443

JOB POSTING ELDER'S COORDINATOR

**Temporary Position Covering Maternity Leave to December 31,2019
(28 hrs per week)**

Bridge River Indian Band is seeking to fill a full time position of Elder's Coordinator. The Elder's Coordinator works under the supervision of the Social Development Coordinator.

Duties Include:

- Organizing the Elders Luncheon's, special outings with the Elders, activities and events for the elders to participate in. Encouraging Elders to pass on their knowledge to younger generations.
- Informing and encouraging all Elders to attend all events in the community.
- Coordinating the travel plans, registration, and bookings for the Annual Elder's Gathering.
- Organizing fundraising events only as needed to cover additional expenses of the program (for example: conferences, out-of-town trips, special meals, food and supplies).
- Applying for grants and subsidies to assist and enhance the program.
- Working with the Social Development Program, Health Program, Recreation, and Education Program to deliver activities and programs.
- Keeping records and submitting reporting as required.

Qualifications:

- Previous experience working with Elders;
- Good communication skills;
- Basic Computer Skills (typing, word processing, publishing, and excel)
- Good record keeping skills and budgeting skills;
- Valid First Aid and Transportation Endorsement Certificates;
- Food Safe Certified;
- Valid Driver's license and reliable vehicle (Class 4 an asset);
- Preference will be given to Bridge River Band Members.
- Must be willing to submit a criminal record check with vulnerable sector search.

Send Resume AND Cover Letter to:

Bridge River Indian Band

PO Box 190 Lillooet BC V0K 1V0

Fax: 250-256-7999

Attention: Bradley Jack, Administrator

Deadline: Friday May 26, 2019 at 4:00 pm

Wage range: \$16.00 - \$20.00 per hour based on experience & qualifications