



Vision

Our vision is that all Métis children, youth and families live with love, honour, dignity and respect knowing they belong to a strong, proud People with a unique heritage and cultural identity.

EMPLOYMENT OPPORTUNITY

Position: Michif Works Program Assistant

Term: Full-Time Position till March 31, 2024

Geographic Catchment Area:

Kamloops which is located in the unceded territory of the Secwépemcul'ecw and home of the Two Rivers Métis Society.

Reports to: Manager of Operations at Kikékyelc: A Place of Belonging

Program Summary:

The Michif Works Project is an innovative program developed by Lii Michif Otipemisiwak Family and Community Services (LMO) to increase supports and improve outcomes for Métis, First Nations and Inuit youth and young adults receiving services from the child welfare system. Through the Michif Works Project, Indigenous youth and young adults will have increased awareness of and access to culturally safe supports and services to engage in lifeskill and employment readiness programs as well as opportunities to participate in supported employment mentorship placements.

Position Overview:

LMO is seeking a creative, well organized, logical thinker and independent individual to provide administrative and technical support to the Michif Works Program Coordinator and support the overall well organization to this new and exciting project. The successful applicant will work collaboratively with the Michif Works Program Coordinator to implement culturally safe and supported employment readiness workshops for Indigenous youth and young adults. In keeping with the practice standards of the Society, the successful candidate will demonstrate a culturally safe and trauma informed practices, act as a positive role model to those we serve and contribute to building positive relationships with our valued community partners.

Duties and Responsibilities:

- Provide administrative support to assist with the design and implementation of a culturally safe, trauma-informed and supported employment readiness program for Indigenous Youth and young adults
- Assist in the creation and completion of an information campaign to educate the local community about the Michif Works Program
- Assist with participant engagement and orientation processes
- Maintains and manages all social media related to the project
- Provides overall general administrative support to the Michif Works Project Coordinator
- Creates templates, forms and other required documents
- Maintains an accurate and well organized electronic and physical filing and document collection system
- Contributes to and maintains a culturally safe and trauma-informed environment and practice
- Develops and implements systems to track and collect data and assists with the completion of all reporting requirements
- Completes payment requests
- Greets clients and visitors in a culturally safe manner
- Creates documents, presentations, posters/flyers for events and programming
- Assist in the organization of honouring ceremonies and other program related gatherings
- Acts as a positive role model to clients, caregivers, and community members and partners
- Other duties as requested by the LMO Leadership Team

Qualifications & Requirements

- Certified Diploma in the field of Administration, Human Resources. A combination of education and work experience may be considered.
- Minimum of two years related administrative work experience
- Experience in delivering culturally safe services to Indigenous Peoples
- Experience with Microsoft Office Applications, publisher and possess strong social media skills
- Demonstrated ability to be independent, responsible, creative, innovative, resourceful, highly organized and efficient
- Demonstrated ability to work within a high-paced, high-energy, and high-stressed work environment.
- Demonstrated ability to remain calm, respectful, and de-escalate challenging confrontations and situations.
- Demonstrated ability to manage multiple requests and prioritize appropriately
- Valid driver's license and vehicle preferred
- The successful applicant must pass a criminal record review
- As per Section 16 of the Federal Charter of Human Rights Act, preference will be given to applicants of Indigenous Ancestry

Salary:

- Classification: Program Coordinator 1, Grid 12 in accordance with the BCGEU Indigenous Services Collective Agreement

Application Process

Please send your resume and three professional references to LMO Human Resources, Corryna Fladmark, at human.resource@lmofcs.ca.

Deadline: 4:30pm Monday, July 4, 2022

Learn more about us by visiting our website at <http://lmofcs.ca> & Facebook Page: [Lii Michif Otipemisiwak Family and Community Services](#)

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