



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.

FULL-TIME TERM SPECIFIC EMPLOYMENT OPPORTUNITY

Position: Special Project Assistant

Term: Full-Time Term Specific Position until March 31, 2023, with possibility for extension

Hours of Work: Monday to Friday from 8:30am-4:30pm

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: Executive Director

Position Overview:

Under the guidance of our Executive Director, the Special Project Assistant will assist with researching and completing funding applications, identifying, and coordinating fundraising opportunities and activities to secure additional funding for Lii Michif Otipemisiwak Family and Community Services' next exciting building development, The Otipemisiwak Centre! The successful applicant will also play an integral role in upholding the cultural integrity of the new development by sourcing out culturally infused materials, furniture and assisting with the overall cultural integrity of the building.

Duties and Responsibilities:

- Researches, completes, and submits funding proposals and grant applications to various potential funders and community partners for The Otipemisiwak Centre
- Explore and build relationships and connections with businesses and organizations for purpose of securing fundraising opportunities
- Plans, coordinates, and facilitates fundraising events and campaigns within the community
- Creates documents, presentations, posters/flyers, and contact lists for fundraising/informational events
- Research layouts, materials, furniture, and supplies that will contribute to culturally safe spaces throughout the Otipemisiwak Centre
- Completes reports as required
- Other duties as requested by the Executive Director

Qualifications & Requirements:

- This opportunity is made possible through the Canada Mortgage and Housing Cooperation's Aboriginal Housing Intern Program. As such, applicants **must be of Indigenous descent and must be between 15-30 years of age.**
- Minimum 1-year related work experience, specifically related to proposal writing and fundraising experience.
- Must possess excellent writing skills
- Experience with Microsoft Office Applications
- Demonstrated ability to build positive relationships quickly
- 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 manage multiple requests and prioritize appropriately
- Experience with working with an Indigenous organization considered an asset
- Valid driver's license preferred

- The successful applicant must pass a criminal record review (if over 19 years of age)
- As per Section 16 of the Federal Charter of Human Rights Act, preference will be given to applicants of Indigenous Ancestry

Salary:

- \$24.48 per hour. Classification: Program Coordinator 1, Grid 12, Step 1. Consistent with the BCGEU Indigenous Services Collective Agreement.

Application Process:

- Please send your resume along with 3 professional references to Corryna Fladmark, Human Resources at human.resource@lmofcs.ca.

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

Learn more about us by visiting our website at <http://lmofcs.ca> & Facebook Page: Lii Michif

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