COQUALEETZA CULTURAL EDUCATION CENTRE



<u>Giftshop/Elder Support Worker – Job Description</u>

Coqualeetza Cultural Education Centre (CCEC) a non-profit First Nation's organization has been facilitating language, culture, and archival support to the aboriginal peoples in the Stó:lō Territory for over 50 years. CCEC has also provided employment opportunities through wage subsidy or Summer Student Career Placement for many to many of our people who are today in leadership positions.

The CCEC Gift shop provides support to local Indigenous artists through selling their product for nominal consignment fee. The Giftshop Support Worker will learn software for marketing and sales of goods, they will learn all the activities related to the day-to-day operation of CCEC nonprofit Artist Giftshop. There will be expectation of multimedia marketing with a focus on our artist/crafter and their product. The Elders support position will be a maximum of two days per week and will include planning and organizing the weekly elder's luncheon meetings, field trips and arranging guest speakers.

Duties/Responsibilities:

- 1. Reception answering incoming phone calls, meeting and greeting of customers, artists, guests, and managing reception/giftshop area.
- 2. Facilitate intake of artist/crafters products, tagging, pricing, and creating list for consignment and inventory.
- 3. Manage the point-of-sale system, bank deposit, e transfers, credit/debit card transaction and invoicing.
- 4. Create social media posts for giftshop, project delivery, workshops, and activities.
- 5. Assist Elders with their weekly meetings by menu planning, purchasing, meal prep and clean up of space. As well as facilitating their meeting notes, agenda and their fundraising events.
- 6. Update and format new CCEC Elders' Program Policy Booklet.
- 7. Arrange guest speakers, locations to host weekly elders lunch meetings and to co-manage the necessary agenda and meeting notes.
- 8. Assisting CCEC staff with creating cultural kits and publications for gift shop and education programs.
- 9. Provide support as requested for other projects, CCEC events and or workshops as directed by the CCEC Manager and or Board of Directors

Qualifications:

- Must be Aboriginal Status/non-status, on/off reserve who resides within the SASET catchment area Yale to Ft Langley, BC
- Must be 18 years or older (not currently in school) and long term unemployed.
- Lack of formal skills training or development with a willingness to learn new skills and actively participate in certified training such as Food Safe and Basic First Aid.
- Strong communication skills and the ability to take direction, work independently and take initiative to complete tasks.
- Basic computer information skills with some knowledge of Word, Excel and social media sites
- Familiar with Stó:lo history, language, and culture
- Clear Criminal Record and Drivers Abstract with valid driver's license

Terms of Employment:

Position wage: \$20.00 per hour for 35 hours per week for maximum of 52 weeks

Start date: April 15th, 2024 End Date: March 28th, 2025

Mail Resume with Cover Letter and 2 references to by April 1st, 2024

Coqualeetza Cultural Education Centre Box 2370 Sardis Main Station, or drop off to 8528 Ashwell Road, Chilliwack Chilliwack, BC V2R 1A7

<u>Email to:</u> <u>admin@coqualeetza.com</u>

We appreciate your interest. If you application is successful, you will be contacted for an interview.