



# Tsq'escen' First Nation

## JOB POSTING

**DATE:** *October 17, 2025*  
**POSITION TITLE:** Employment Coordinator  
**REPORTING TO:** Chief Administrative Officer

**PURPOSE:**

The Employment Coordinator plays a crucial role in managing employment services, which includes offering job search assistance, identifying job openings, and conducting training and informational sessions. This position requires the establishment of strong collaborative relationships with community organizations, employers, funding bodies, and other relevant external contacts.

**EDUCATION/ TRAINING/ CERTIFICATION:**

- Graduation from High School Grade 12 or equivalency and some post secondary education in social work, counseling, business, or a related field.

**EXPERIENCE:**

- Two to Three (2- 3) years related experience such as employment counseling, social work, business, or related experience

**RESPONSIBILITIES:**

- Coordinates the efficient and effective day-to-day operations of employment services for community members with the organization
- Develops an operational plan which incorporates goals and objectives aligned with the strategic direction, including program evaluation and follows CCATEC guidelines
- Provides job search guidance and training through workshops and one-on-one counseling covering such topics as: resume and cover letter writing, interviewing for success, uncovering the hidden job market, how to search for jobs, how to approach employers, etc.
- Interviews clients and assesses job readiness and suitability
- Identifies employment and training needs within the community and takes action to meet these needs through workshops, referrals and other solutions
- Coordinates Adult Basic Education (ABE courses) to provide upgrading where possible
- Works with employers to identify employment opportunities and to market employment services, current candidates and future hires
- Provides counseling services related to further educational and career goals and plans; makes recommendations and does referrals to appropriate agencies
- Ensures regular reporting to appropriate agencies; collects data on community members and employers and maintains computerized and hard copy files of contacts and records
- Maintains central job board with available employment and training opportunities
- Liaises with other employment service providers in affiliated organizations
- Attends career fairs to promote the community for career and job opportunities
- Develops a communication strategy for public awareness of programs and events
- Participates in various council and committee meetings
- Writes proposals to secure funding to develop program
- Ensure all reporting requirements are done and submitted to CCATEC on or before the deadlines

**PERSONAL QUALIFICATIONS AND OTHER SKILLS AND KNOWLEDGE:**

- Must have strong administrative, organizational and communication skills
- Knowledge of resume writing, interview skills and job search skills
- Ability to provide employment, career counseling, and education counseling services
- Ability to self-regulate, meet deadlines, have attention to detail
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Report writing skills
- Excellent interpersonal and people management skills
- Ability to organize, prioritize and manage workload
- Exceptional integrity and professionalism
- Strong team player
- Strong planning, organizational and coordination skills
- Strong mediation and conflict management skills
- Ability to work independently/with minimal supervision
- Demonstrated knowledge of related government regulations
- Ability to consistently demonstrate tact, discretion and sound judgment
- Strong oral and written communication skills
- Demonstrated commitment to fiscal management
- Strong analytical and decision-making skills
- Lifestyle consistent with the importance and responsibilities of the position
- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided and requires a valid Driver's Licence

**POSITION TYPE:** Permanent  
7 hours per day, Monday – Friday

**RATE:** Based on Tsq'escen' First Nation Salary Grid

**DEADLINE:** **October 31, 2025 @ 4:30 PM.**

**SEND RESUME AND COVER LETTER TO:** **Jennifer Michel**  
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