



Tsq'escen' First Nation

Health Department

Four Pillars Community Engagement Coordinator

(temp contract)

Contract Summary:

This contract position is funded through the Four Pillars Society to support Tsq'escen' First Nation in the planning, coordination, and implementation of strategic activities under the **Languages, Culture, Heritage and Well-being** pillars of the 2021 Federal Indian Day School Class Action Settlement.

The Coordinator will lead the facilitation of community meetings, gather input from members, build internal planning documents and ensure alignment with cultural values and long-term Nation goals already specified in the Comprehensive Community Plan and other relevant documents. This role plays a central part in helping the Nation exercise self-determination and design healing-focused initiatives that reflect our unique identity and needs.

Key Responsibilities:

Strategic Planning & Coordination

- Coordinate the development of a 5–10 year Nation-specific plan across the four eligible pillars: **Language, Culture, Heritage, and Well-being**
- Develop timelines, draft workplans, and ensure internal alignment with Nation priorities
- Track funding usage, reporting timelines, and community-chosen priorities under each pillar

Community Engagement

- Organize and facilitate community engagement sessions (in person and virtual) to gather input, stories, and direction
- Ensure culturally respectful and inclusive processes that uplift the voices of Elders, youth, and families
- Prepare summaries and feedback reports to ensure transparency and shared decision-making

Documentation & Reporting

- Draft planning documents that include vision statements, goals, milestones, and funding needs
- Create clear records of community engagement sessions, recommendations, and outcomes
- Prepare interim and final reports for internal review and submission to the Four Pillars Society, as required

Collaboration & Capacity Building

- Work closely with staff, Council, Elders, and community programs to build collective ownership of the planning process
- Identify internal capacity needs (ex., training, language revitalization efforts, cultural events coordination)
- Collaborate with external advisors or consultants as needed for technical support

Qualifications:

- Experience in community planning, coordination, or engagement in an Indigenous context
- Strong understanding of Indigenous cultural revitalization, traditional governance, or wellness
- Excellent facilitation and interpersonal communication skills
- Strong organizational, writing, and reporting abilities
- Ability to work independently and collaboratively with multiple stakeholders
- Knowledge of Tsq'escen' First Nation culture, language and territory is a strong asset

Deliverables:

- Draft and final Nation-specific Four Pillars Strategic Plan (5–10 year vision)
- Summary reports from all community engagement sessions
- Interim and final project reports for submission to the Four Pillars Society
- Community communications updates (e.g., newsletters, posters, website content)

Skills and Abilities:

- **Confidentiality & Ethics** – Maintains discretion and upholds organizational values; builds trust and works with integrity.
- **Interpersonal Skills** – Maintains professionalism in communication; addresses conflict respectfully and constructively.
- **Organizational Support** – Follows and improves internal policies; supports strategic goals of the Nation.
- **Problem Solving** – Approaches challenges thoughtfully; recommends solutions that are culturally safe and legally sound.
- **Teamwork** – Fosters a positive and collaborative work environment; supports fellow staff and management.

Conditions of Employment:

- 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.
- Travel to other related organization locations may be required.
- Receives moderate supervision with less frequent direction and occasional review of the work performed.

Contract Details:

- **Contract Type:** Temporary, Project-based
- **Duration:** 6 months, with potential for renewal
- **Hours:** 30 hours per week
- **Compensation:** based on experience and scope
- **Reports To:** Health Director
- **Start Date:** September 2025
- **Location:** Community-based with flexible work arrangements as needed

Application Deadline: Open until filled

Cover Letter & Resume sent to:

Jennifer Michel, CAO Assistant
Tsq'escen' First Nation
Box 1030
100 Mile House, B.C.
CAOassist@tsqescen.ca

Note:

As per Section 4.2 (4.2.3) of the Tsq'escen' First Nation Human Resources Policy, preference may be given to applicants of First Nations, Métis, and Inuit ancestry.
Preference may also be given to applicants who can demonstrate knowledge and/or experience with our Secwepemc language, culture, history, and customs.