

## Comprehensive Community Planning Coordinator



### Kitsumkalum Job Posting

Kitsumkalum is seeking a Coordinator for the Comprehensive Community Plan (CCP) that will start immediately and run until next spring. The Coordinator will be working under the direction of a Community Planning Advisor and under the daily supervision of the Band Manager. Pay will depend on experience. A CCP is a high-level plan for all areas of the community (from education to culture to health to lands and resources and more) that is created by the entire community.

### **Comprehensive Community Planning Coordinator, Terrace, BC Hours: 30-40 hrs/week | July 2015 – March 2016 | \$15~\$20/hr**

#### **Applicants must:**

- Have excellent communication and presentation skills, including report writing
- Be well organized and able to track computer files, paper files and audit CCP Process
- Be skilled with Microsoft Word and Excel as well as email and Facebook

#### **Applicants should be:**

- Friendly, engaging and able to interest audiences in topics and share their ideas
- Able to facilitate a meeting without being opinionated
- Quick Learner, disciplined and inclusive of Band Council, Band Staff and is a team builder
- Able to co-ordinate events & meetings of various sizes and for different ages
- Professional, with a good work ethic and proactive problem solving approach

#### **Duties will fall into three main categories** (*plus others assigned by advisor*):

##### *1. Administrative Duties*

- Help with planning the schedule for the overall CCP project
- Organize and track all of the information from the CCP process
- Follow the schedule and budget and track all time and expenses daily

##### *2. Meetings*

- Organize all aspects of CCP meetings (including family meetings, community meetings, and focus groups with staff, council, children/youth and elders)
- Get good turnout to meetings by making them accessible, fun, and effective
- Record and summarize feedback from meetings

##### *3. Communications*

- Attend community events to talk to people about the CCP
- Work with an Advisory Committee
- Write regular updates for the newsletter, Facebook, and Council
- Help create and implement community surveys

MUST have valid drivers license and own vehicle.

To apply, please submit your resume (with three references) to Heather Bohn at the Kitsumkalum Band office. Please email Heather at [hbohn@kitsumkalum.bc.ca](mailto:hbohn@kitsumkalum.bc.ca) if you have any questions about this job.

Applications must be submitted by July 20, 2015, 4:30 pm.