



**Full-time Position (1-Year Termed), Technology & Creativity Coordinator
Northwest Inter-Nation Family and Community Services (NIFCS)**

JOB OPPORTUNITY

Building on Strengths

Empowering Others

Keeping Children Safe and Connected to their Families & Traditions

If these statements resonate with you, please consider this opportunity to join the [NIFCS](#) team as a Technology & Creativity Coordinator in the Youth Empowerment Program.

Position Summary: This is a rewarding role in which you can make a difference in the lives of First Nations youth by promoting their personal, educational, cultural and social development utilizing relevant technological and creative endeavours. Further, you will help implement and facilitate programs and activities designed to build capacity and empower youths in the communities we serve.

Primary Responsibilities and Duties

- Engage with youth daily (creative arts, science, technology, life skills etc.);
- Follow youth empowerment calendar for events and activities;
- Lead, participate and coach youth in programs activities that occur on weekends;
- Collaborate on the planning and implementation of a variety of community events to promote the personal wellness of youth;
- Ensure the safety of youth and report any incidents promptly;
- Provide support, guidance and direction while promoting anti-bullying;
- Assist with creating activities for all youth;
- Follow policies, procedures and protocols, including completion of related forms;
- Assist with event planning, as required;
- Assist youth in identifying individual plans and goals;
- Ensure that youth are engaged and connected to the program and supports offered;
- Assist youth in assessing outside services where applicable, working with the NIFCS Team;
- Keep current on all technological and creative trends, and as required, attend professional development activities to remain informed and prepared to provide necessary guidance and coaching;
- Actively assist in the ongoing development and review of program plans;
- Perform other duties within the scope of the position, as assigned.

Basic Qualifications

- All employees of NIFCS are required to submit a Criminal Record Check with Vulnerable Screening, comply with the Occupational Health and Safety Act (OHSA), its regulations and all occupational health and safety policies and procedures.
- Further, to work evening and flexible hours and attend cultural awareness training, among other training.
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

Education / Work Experience

- Must have System Administrator Training (e.g., graphical applications, Microsoft Office Suite, network administration, computer hardware assembly and troubleshooting).
- Must have Life Support Training.
- Strong knowledge and skills in the latest technology and creativity tools and programs that have the potential for youth empowerment and capacity development.
- Ability to contribute to planning and developing youth-based programs and activities.
- Ability to supervise youth in the community and offer an opportunity to interact together healthily and safely.
- Strong and demonstrable interpersonal skills.
- Strong communication skills, both verbal and writing.
- Willingness to learn and acquire new skills to facilitate and coach youths as per program requirement.
- Ability to keep confidentiality.
- Ability to work flexible hours, including evening, weekends and holidays.
- Experience in coordinating and facilitating workshops and groups or willing to learn.
- Experience with Aboriginal culture and communities would be considered an asset.

Working Conditions

- Travel in this position is required.
- Non-standard hours of work, adjusted schedule.

Compensation & Benefits

- You can expect a supportive work environment, a total compensation package that includes a competitive wage, extended health and dental benefits.
- This is not a Bargaining Unit position.
- An eligibility list may be established to fill permanent and/or temporary vacancies.

Submission Deadline:

- Open until filled.
- We invite all interested parties to apply by emailing your cover letter and resume in the strictest confidence to hr@nifcs.org.