



KITSELAS GOVERNMENT JOB DESCRIPTION

A. IDENTIFICATION

Job Title: Employment and Training Coordinator	Department: Community Services
Reporting to: Director of Community Services	Employment Status: Full-time Term
Job Code:	Date Created/Revised: January 10, 2025

B. PURPOSE

The Employment and Training Coordinator, working under the Director of Community Services, is responsible for providing employment and training programs for Kitselas members.

C. Main Duties and Responsibilities

- Implement employment and training plans for the department.
- Ensure goals and priorities of the Strategic Plan and other plans for employment and training are maintained within the annual budget.
- Identify funding opportunities for training and professional development.
- Align training and development needs with community and departmental objectives to support staff growth.
- Develop and implement an employment and training database
- collaborate and work with other Administration Department staff to identify and support the training needs of the membership and community
- Follow administrative systems and processes
- Participate in Kitselas working group committees
- Maintain program efficiency through effective planning, system implementation, and equipment procurement
- Ensure adequate office supplies are ordered and maintained
- Respond to enquiries and provide assistance as needed
- Assist with application when necessary
- Collaborate with other organizations for outside resources, referrals, or needed support and services not available within Kitselas
- Perform other duties as assigned by the Director of Community Services

D. Education and Experience

- Completion of diploma or degree in a related field or some college or university training in a related field, minimum 1 to 3 years of experience working in employment and training or related field, or a combination of education and experience



- Experience in following a budget or general understanding of accounting
- Experience in Employment management and professional development
- Experience in education or related industry is an asset
- Proficient in Microsoft Excel, Word, Outlook, PowerPoint, and Adobe PDF
- Understanding of the cultural and political environment of northwest BC
- Previous experience working in a First Nations community and/or organization is preferred

E. Skills and Abilities

- Excellent interpersonal, written, and oral communication skills
- Ability to exercise good judgment, show initiative, and be proactive
- High ethical standards and ability to handle sensitive information confidentially
- Ability to establish goals, objectives, and expectations
- Strong relationship-building skills with internal and external stakeholders
- Results-oriented with keen attention to detail
- Effective prioritization of workflow
- Ability to manage stress and flexible working hours
- Strong organizational and time management skills
- Professional demeanor when dealing with the public
- Respect for confidentiality and privacy
- Ability to manage difficult interactions professionally
- Strong teamwork abilities