



## Secwepemc Health Caucus Community Liaison Internal / External Posting



The Secwepemc Health Caucus (SHC) is looking for a Community Liaison to join their team. The Community Liaison will be responsible for ensuring that engagement functions and resources are effectively integrated, organized and leveraged to meet strategic and operational needs within the Secwepemc Nation. This individual is accountable to the Secwepemc Health Caucus through the direct professional supervision and support provided by the SHC Nation Health Manager and the SHC Operations Manager. This is a full-time term position ending March 2022, with the possibility of an extension contingent on funding.

### Relevant Knowledge and Abilities

- Ability to effectively prioritize and execute multiple tasks simultaneously in a high-pressure environment while maintaining effectiveness and efficiency;
- Build Relationships, establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization;
- Strong facilitation, planning and coordinating skills;
- Ability to develop and document work plans, including ongoing adaptation and reporting;
- Ability to communicate effectively both orally and in writing;
- Knowledge of provincial and federal health systems, and First Nations health system needs;
- Familiar with Secwepemc culture and traditions.

### Requirements and Qualifications:

- University degree in First Nations Health, related administrative technical focus, community planning or an acceptable combination of education, training and experience;
- A minimum of 3 years' experience with project management, planning and monitoring preferably in a First Nations setting;
- Experience working with First Nations communities/organizations including leadership;
- Ability to efficiently and effectively utilize Microsoft Office Suite including Word, Outlook, PowerPoint and Excel;
- Must be able to work flexible hours and travel as required;
- Possess a valid driver's license with a reliable vehicle.

In accordance with the SNTC Human Resource Policy, the first priority will be to hire qualified persons of Secwepemc ancestry. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

If you are interested in a career like this with a great organization, please submit your resume, cover letter, and references (saved as one Word document) referencing **SHC CL** in the email subject line, by email to [shcadmin@secwepemchealth.ca](mailto:shcadmin@secwepemchealth.ca) by **April 23, 2021**. The SHC thanks all applicants for their interest, however only those selected for an interview will be contacted.