



## Community Navigator

Located 27 kilometers northwest of Fort St. James, BC, and nestled on the picturesque shores of Stewart Lake, Binche Whut'en is proud to be Canada's newest First Nation, gaining independence in 2019.

We are actively expanding our Administrative Team and seek to employ individuals who will have significant impact in supporting and growing our community. We are a dynamic organization that embraces new ideas and the use of technology to enhance our efficiencies and effectiveness, ensuring we provide the best services to our community.

Join us to experience unique cultural connections, a close-knit community, and the natural beauty of Northern BC. You will be part of a dynamic organization that values and supports your work and your career.

### **Roles and Responsibilities**

You will provide professional, timely support and service to Binche Whut'en community members.

### ***Working with the First Nations Education Steering Committee and Indigenous Services Canada:***

- Develop and implement funded programs and services for Binche Whut'en students at the K-to-12 level and for post-secondary education.
- Plan and execute parent/guardian activities for elementary students.
- Plan and facilitate student activities for high school students.

### ***Working with community members who are receiving or who need income assistance:***

- Assist clients with understanding federal Social Assistance policy and procedures.
- Ensure that clients are aware of Binche Whut'en employment and training programs.
- Ensure that clients have access to the internet to conduct job searches and assist clients in gaining employment.
- Design and deliver resume-writing and employment-related workshops when needed.
- Follow Binche Whut'en policies and procedures for accessing social assistance.

### **What You Will Bring to The Role:**

- Grade 12 or equivalent.
- Related post-secondary course work is an asset.
- 2 years' office and/or education-related work experience.
- Experience with Microsoft applications (Word, Excel, PowerPoint, OneDrive, Outlook).

**Benefits:**

- We offer a competitive salary with benefits and pension.
- You will work with extremely nice people who support your success.
- We will consider a flexible work schedule to meet your personal and professional needs.

Along with your resume, please submit a cover letter outlining why you are interested in this opportunity, what skills and experience you will bring, and how your qualifications will make you successful in this role.

Send to [health@binche.ca](mailto:health@binche.ca) Attention Verne Tom

In accordance with Section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal Ancestry.