



# EMPLOYMENT OPPORTUNITY

Scw'xmx Child and Family Services Society (SCFSS) is family-centered and guided by nłe?kepmx and syilx traditional knowledge and principles. SCFSS utilizes prevention and protection strategies with the collective goal to keep children with their families and communities. SCFSS recognizes historical challenges and is guided by traditional strength and wisdom to build family and community capacity in a monumental shift from protection to prevention.

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## CULTURAL PROGRAM COORDINATOR

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**Status:** Full-time | Permanent  
**Hours:** 35 hours per week | 8:30 - 4:30 | Monday - Friday  
**Wage:** Starting salary commensurate with experience  
**Benefits:** Comprehensive Benefits Package | Public Service Pension Plan  
**Location:** Merritt, BC

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### POSITION OVERVIEW

Reporting to the Culture and Language Team Leader, the Cultural Program Coordinator is an integral part of the Culture and Language Team. The Cultural Program Coordinator will develop, implement, and coordinate programs and services specifically designed for nłe?kepmx and syilx children, young people, and families residing in the Nicola Valley. The incumbent will work in collaboration with two other Cultural Program Coordinators as part of the Culture and Language team to engage with children, youth, families, and our communities to determine culturally-relevant program needs and interests. The Cultural Program Coordinator supports the implementation of cultural practices into all aspects of programming, cultural case planning, and client contact to preserve family and culture with the support of our Resident and Language Elders.

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### OVERVIEW OF DUTIES & RESPONSIBILITIES

- Plan and coordinate cultural programs and events with the integration of syilx and nłe?kepmx ways of knowing into all aspects of programming, interaction, and planning
- Collaborate and coordinate services with community resources; increase collaborations between community agencies/entities in proactive efforts to preserve family and cultural traditions
- Confirm core cultural standards of language, identity, land-based, and traditional teachings are reflected within the SCFSS Strategic Plan, documentation/forms, policies, procedures, and processes
- Implement routine consultation with Resident Elders for services and programming support
- Ensure practices are culturally safe, reflective of intergenerational impacts, and trauma-informed practice in alignment with syilx and nłe?kepmx culture and traditions
- Ensure regular reporting requirements are met to the Culture and Language Team Leader, funding bodies, and appropriate agencies to produce appropriate documentation



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- Develop, monitor, and update an annual Personal Development Plan aligned with SCFSS's strategic priorities in the Strategic Plan
  - Integrate the nē?kepmx Framework of Practice and the syilx Child and Family Plan in cultural services
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## SUPERVISION RECEIVED

- Regular consultation and review with the Culture and Language Team Leader
  - Annual Performance Evaluation and work plan review with the Culture and Language Team Leader
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## JOB REQUIREMENTS

- Clear Criminal Record check prior to the first day of work
  - Clear Ministry of Child and Family Development Prior Contact Check prior to the first day of work
  - Valid Class 5 BC driver's license without restrictions
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## EDUCATION & EXPERIENCE

*Preferential hiring of band members of Coldwater, Lower Nicola, Upper Nicola, Nooaitch, or Shackan*

- Education/training with an acceptable specialization relevant to the work performed
  - Minimum of three years of experience working with Indigenous families and communities
  - Minimum of two years of experience planning, coordinating, and facilitating events and programs
  - Experience at an Indigenous organization is an asset
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## MINIMUM REQUIRED COMPETENCIES

- Speaks nē?kepmxcin and/or syilx at a beginner to intermediate level, or is committed to learn the language(s) within a designated timeframe
  - Proven record of strong organizational and excellent communication skills; including applied skills in planning, developing, coordinating, and facilitating groups
  - Ability to work both independently and collaboratively under minimal supervision while conducting research and assessments
  - Proficient in technology with intermediate skills in Microsoft Office and other IT platforms for spreadsheets, reports, developing program documents, emails, etc.
  - Efficient work skills with the ability to meet time-sensitive deadlines with attention to detail and high-quality standards
  - Demonstrated ability to maintain confidentiality, diplomacy, and objectivity when communicating and interacting with Elders, colleagues, leaders, children, families, and communities
  - Ability to effectively interface with all levels of community and staff, from entry-level to senior management
  - Ability to create an environment where open, honest communication is valued and supports the development of strong, cooperative relationships
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# CULTURAL PROGRAM COORDINATOR

## APPLY NOW

- Apply now on our website [\[click here to apply\]](#)
- Complete the application form on our website, attach your cover letter and resume
- We thank all candidates for their interest, but only those selected for screening will be contacted
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Indigenous ancestry