



STÓ:LŌ COMMUNITY FUTURES DEVELOPMENT CORPORATION

#29 – 6014 Vedder Road, Chilliwack, B.C. V2R 5M4
Tel: (604) 858-0009 Fax: (604) 859-3829

December 20, 2008

Sto:lo Tourism Commission – Education & Training Coordinator

(EXTERNAL)

Stó:lō Community Futures Development Corporation (SCF), located in Chilliwack, BC, requires the services of a qualified **Sto:lo Tourism Commission Education & Training Coordinator**. This position is available to Aboriginal applicants. Please self-identify on your cover letter or resume. (Aboriginal: Status, Non-Status, Métis, Inuit.)

The Training & Events Coordinator carries out two key core functions. The first function is primarily related to working with the Sto:lo Tourism Commission Manager for insuring the smooth, well-integrated operation of the Stó:lō Tourism Commission.

In addition, the **Education & Training Coordinator** is a key Team Member in the development and implementation of the Stó:lō Tourism Commission “Building the Business of Sto:lo Tourism” Strategy for SCF. Key responsibilities involve coordinating and facilitating of all Tourism programs of SCF; supporting SCF’s community economic development plan and facilitating or assisting community groups and organizations as requested.

The **Education & Training Coordinator** reports to the Stó:lō Tourism Manager. The successful candidate will work out of the Chilliwack office. Travel will be required for this position. Must have own reliable transportation. Some weekends may be required, and the participant will be compensated by time off immediately preceding or following any weekend required.

An eligibility list may be established from this posting. The eligibility list may be used to fill similar future term or permanent positions at SCF.

QUALIFICATIONS/REQUIREMENTS:

- Prior knowledge and working experience coordinating economic, self-employment and community development programs, particularly for Aboriginal people would be an asset.
- Prior experience assisting in the implementation of a tourism initiative would be an asset.
- Strong interpersonal skills and demonstrated networking abilities required.
- Ability to work with people of various socio-economic backgrounds required.
- Demonstrated written, verbal and presentation abilities required. Prior work experience writing promotional material and promoting events and programs would be beneficial.
- Demonstrated collaborative and consultative approach to client-services, particularly providing referrals to clients, participants and staff required.
- Prior experience recruiting, interviewing, selecting, coordinating and evaluating training program participants, facilitators and guest speakers required.
- Must establish key contacts in All Aboriginal Communities, throughout the Stó:lō Territory, from Ft. Langley to Yale.
- For those Market Ready, assist with the promotion/ write up of businesses to the SCF and Stó:lō Tourism Commission websites, and updates to the Stó:lō Tourism Commission Business Location Map
- Prior experience operating and maintaining a database required.
- Criminal Record Check Required
- Other: Applicants contacted for an interview will be required to provide the following documents at the time of the interview:
 - Education documentation
 - Names and phone numbers of three (3) previous supervisors, work-related
 - Valid driver’s license

SALARY RANGE: Negotiable, based on skills, abilities and qualifications/experience.

TYPE OF POSITION: Term Position – to March 31st, 2009, with expectation of funding extension April 1 – Dec. 31, 2009; may lead to full time employment. Subject to 3-month probationary period and planned performance evaluations.

APPLICATIONS DEADLINE:	4pm Friday, January 9th, 2009
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Candidates will be screened according to the qualifications/requirements above. Please clearly indicate on your resume compliance with all indicated qualifications and requirements. This is a SNHRD funded position.

Interested candidates are required to submit a resume and to indicate the job title position above on their covering letter in confidence to:

Stó:lō Community Futures Development Corporation
Unit 29 - 6014 Vedder Road
Chilliwack, BC V2R 5M4

Attention: Paula Cranmer-Underhill, Sto:lo Tourism Commission Manager

Email: scf.paula@shawcable.com Fax: (604) 858-3829

We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest.