

Leq'á:mel First Nation
Job Description

Community Development Coordinator

Reports to: Band Manager and/ or Economic Development Officer

Role:

The Community Development Coordinator is responsible for compiling information through interviews, research and community meetings. This information to be passed on to the data management coordinator, so team effort is a must.

Duties:

1. Communicate effectively in the work environment, carry out written and verbal instructions, and communicate with management.
2. Through hired consultant, assistance will be provided in developing research and interviewing skills. As well, a work plan will be a guideline on how the necessary work will take place.
3. Coordinate interviews with community members, elders being the focus.
4. Coordinate community meetings for further detailing of information. Ensure ample notice given to community members and also ensure facility's availability prior to arrangements.
5. Keep clear, concise and organized notes, records of meetings.
6. Compile relevant Leq'á:mel First Nation information that has been gathered in regards to traditional land use, resources and Corbiere decision. Eg. Stó:lō Nation Aboriginal Rights and Title Department. As well, research other First Nations to see if they have a 'Traditional Land Use and/ or resource management plan'.
7. Leq'á:mel First Nation 'Oath of Confidentiality' to be signed and adhered to. Release of information to be done by BCR.
8. Leq'á:mel First Nation employee agreement to be signed upon engagement of employment.
9. Sign authorization for deductions. In the case of owing any arrears to Leq'á:mel First Nation, a form will be signed to make deductions off payroll to be applied to arrears.

10. A report must be in writing to be distributed to LFN members. This will be done by the 5th of each month. Any additional reporting will be as directed by LFN Band Manager and /or Economic Development Officer.
11. Comply with administrative procedures. Eg. When the computer is turned on (first duty of the morning), run the routine virus scan process to protect the computer systems.
12. At the end of the workday the workstation must be tidy. (To allow Janitor to dust).
13. Conduct all relevant duties as requested by Band Manager and/ or Economic Development officer.

Employee

Date