



<u>MUSQUEAM NEWSLETTER</u> Thursday June 14, 2018 Tel: 604-263-3261,Toll Free: 1-866-282-3261,Fax: 604-263-4212...Safety Patrol: 604-968-8058

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SAVE THE DATE Musqueam Celebrates National Aboriginal Day THURSDAY JUNE 21 Å'iÅ'exətaləm You are invited

For more information, visit us at www.musqueam.bc.ca or call Karen Grant at 604.263.3261

This event is organized & funded by Musqueam Indian Band

Musqueam Community Recreation Centre 6777 Salish Drive, Musqueam, Vancouver

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National Aboriginal Day

CALL FOR VENDORS

This year's National Aboriginal Day will be held on Thursday, June 21, 2018. We wish to invite all vendors and artists who wish to display their products or merchandise to book a table for the event. All vendors please contact Lindsay Gibson (Employment and Training Assistant). You can leave a message for her at (604) 269-3355 or contact her by E-mail at employassist@musgueam.bc.ca.

Please note: this year's celebration will be held outdoors (rain or shine). The tables will be set up in the parking lot by the Musqueam Cultural Centre and around the corner along Musqueam Avenue.

Please provide your own shelter, tent, or umbrellas for protection from the sun or rain. Lunch will be served in the Community Centre.

CALL FOR ENTERTAINERS

Musqueam Administration is seeking performers for this year's National Aboriginal Day celebration on Thursday, June 21, 2018. Both individual and group entertainers are welcome to apply to Musqueam's National Aboriginal Day planning group. The celebration will take place between 11am and 3pm. All performances will take place during this time frame. Each individual performer will receive an honorarium of \$100. Please submit the following information in person to Karen Grant (Office Manager) at the Musqueam Band Office, or by E-mail at karengrant@musqueam.bc.ca.

Name of Act/Performer/Group:

Type of Performance or Act (e.g. traditional, hip hop, comedy):

Expected Performance Duration: ______ Number of Performers: _____

Contact Name: ______ Phone #: ______

For more information, visit us at

www.musqueam.bc.ca or

call Karen Grant at 604.263.3261



This event is organized and funded by



Musqueam Indian Band





Community Info Meeting on

draft Finance Bylaw originally planned for June 19, 2018

will be rescheduled

to the Fall.

Musqueam Community Notice Musqueam Fisheries Department June 15, 2018

Chinook Salmon Fishery Openings Section 35.1

Dates & Times: Saturday June 16, 2018 (7am-10pm) 0700 – 2200h Sunday June 17, 2018 (7am-10pm) 0700 – 2200h

All nets are subject to inspection by Musqueam AFOs for compliance

Species and Quantity

The Fishery is limited to a harvest of: Chinook salmon

All efforts and attempts shall be made to return all non-target species including sockeye, steelhead and sturgeon to the water alive.

Use of Fish

Fish caught under this licence are for food, social and ceremonial purposes. Without prejudice to future agreements, regulations, sale of fish caught under this licence is not permitted.

Gear

Drift Nets on condition that:

- (i) Nets do not exceed a maximum of 50 fathoms or 300 feet in length and a maximum depth of 60 meshes
- (ii) Each Participant fishes only one net.
- (iii) Only one net is fished from any vessel.
- (iv) Each net is attended at all times by the Participant who is fishing the net.
- (v) No vessel fishing under the authority of this licence has on board, in a hung condition, any net that does not meet the conditions in (i) above.
- (vi) Spare nets on board a vessel actively fishing is kept in a stowed condition.

Set Nets on condition that:

- (i) Nets do not exceed a maximum of 10 fathoms or 60 feet and a maximum depth of 60 meshes
- (ii) All Set Nets are identified by a floating buoy prominently displaying the Participant's designation number, and the Participant's designation number is the only numbers displayed on the buoy,
- (iii) All Set Nets fished from poles have buoys attached to the end of the net farthest from the beach by means of a tag line of sufficient length to allow the buoys to be on the surface of the water and clearly visible for inspection at all times.

All harvesters must have a valid Musqueam Fisheries Communal Fishing Card.

Thank-you, Musqueam Fisheries Department AFO Contact #s: MG604-551-3044 /LG 778-997-5510 /CP 604-396-6575 /ML 604-369-1932 LS 778-994-2905 RS 778-241-7619 LICENCES POSTED AT THE MUSQUEAM FISHERIES DEPARTMENT



Seeking Musqueam artists, artisans and performers

Please help FortisBC celebrate National Indigenous Peoples Day by joining us for a craft fair celebrating Indigenous culture on Tuesday, June 19, 11 a.m. - 2 p.m.

We welcome all Musqueam artists wanting to sell, display or demonstrate their arts at our Surrey office 16705 Fraser Highway. We encourage you to bring any promotional material, including business cards and website information, to share with our employees. FortisBC will provide lunch and transportation between the Musqueam Administration Office and FortisBC.

Space is limited so we request that interested artists register by Wednesday, June 13th. For more information or to register to be a part of the craft fair, please call 778-578-8097 or email breannen.dick@fortisbc.com by June 13, 2018.

LAST DAY OF THE PRESCHOOL PROGRAM IS JUNE 28, 2018

Daycare Hours: Monday—Friday 7:45—5:00pm

The Children's House phone: 604 269-3302

Renee Stogan Supervisor email: <u>childcaresup@musqueam.bc.ca</u>

Preschool Registration

Preschool Registration for children who are ages 3-5 will open July 9, 2018

If you would like to register your child for preschool please contact Renee Stogan Supervisor at:

604 269-3302 or email: childcaresup@musqueam.bc.ca

The Children's House Staff

Renee Stogan Supervisor: 604 269-3302 email: childcaresup@musqueam.bc.ca

Infant/Toddler Staff: Kelly Herman, Angela Point, Christy Friesen, Tamara Jones

Preschool Staff: Ernestine Herman, Sherry Point, Sarah Hussain



MUSQUEAM INDIAN BAND

6735 Salish Drive Vancouver, B.C. V6N 4C4 Telephone: 604 263-3261 Fax: 604 263-4212

JOB POSTING

Mentors

(Employment & Training Program)

Employment & Training is undertaking an exciting new project – the Skills Partnership Fund – and is hiring Mentors to support the project activities. These positions will be on-call, working from 5 – 25 hours/week, and may be up to 40 hours per week, depending on program/client activities and demands.

Position Summary:

Mentors are vital to the Musqueam Skills Partnership Fund (SPF) project and will serve as advisors, educators, role models and leaders giving back to participants in the Musqueam community, and contributing knowledge and skills through the sharing their professional and personal experiences (e.g. carpentry, piping, electrical, office administration, tourism/hospitality, archaeology, environmental monitoring) with multi-barrier client group. Our mentors are to build strong and stable mentoring relationships through trusting, respectful, honest and genuine relationships. These relationships are created to support the personal and professional growth and development of achieving individuals and assisting them to achieve their career goals. The primary functions of our mentors are to build a strong mentor relationship through listening, guidance, advice, teaching, and professional support.

Duties:

- 1. Provide one-on-one mentoring to clients via face-to-face, telephone and email meetings.
- 2. Meet with the client on a regular basis as per an agreed schedule, to review program progress and plan future activities, including areas for improvement.
- 3. Assist the client in setting developmental goals and plans to achieve them
- 4. Discuss work related concerns impeding performance or career growth
- 5. Share organizational knowledge gained from personal experience
- 6. Provide objective honest feedback
- 7. Attend mentor training program to learn mentoring and communication standards.
- 8. Work with the Mentor Coordinator and the Job Coach to ensure the participants are working on Development Plan activities and goals and what they can expect on the job.

Knowledge and Abilities:

- Knowledge of the English language with verbal and written skills at a level usually associated with Secondary School completion, and a business program certificate, counseling degree or economic development training; or an equivalent combination of skill, knowledge, and experience.
- Foster Care and Big Brother experience

- Knowledge and understanding of Residential School Syndrome
- Able to demonstrate a clear and solid understanding of a specific topic, subject, or area that can assist the personal and professional growth and development of the project participants.
- Able to work independently, with minimal direction and oversight. Strong organizational skills and punctuality to scheduled meetings with project participants. Proficiency required using Microsoft products, the Internet, and email.
- Superior communication, presentation and interpersonal skills with individuals and groups. Demonstrates a high level of ease and professionalism to work with a diverse group of management-level and executive-level business professionals.
- Previous experience with First Nations organizations preferred.
- Cultural competency and knowledge of the MIB's cultural traditions is preferred
- Knowledge of the local labour market, resource agencies, education and training institutions that may be accessible to project participants
- Ability to maintain confidentiality.
- Ability to drive and provide a licensed vehicle for work purposes.

Licenses:

- Valid BC Driver's License
- Successful criminal background check

Reporting Relationship: Reports to the Mentor Coordinator

Please apply by emailing a cover letter and resume to Musqueam Indian Band to jobs@musqueam.bc.ca Please write "Mentors" on the subject line.

Applicants of Musqueam and/or Aboriginal ancestry are encouraged to apply.

Posting will remain open until filled. We thank all applicants for applying; however, only those short-listed will be contacted.



MUSQUEAM INDIAN BAND

6735 Salish Drive Vancouver, B.C. V6N 4C4 Telephone: 604 263-3261 Fax: 604 263-4212

JOB POSTING Secretary to Chief & Council Full Time, Leave of Absence Vacancy

Musqueam Indian Band is seeking a Secretary to Chief & Council. Reporting to the Office Supervisor, **the Secretary to Chief & Council** (the Secretary) is responsible for providing a full secretarial service to the Band Council. The Secretary records and produces the minutes of Council meetings, General Band Meetings, Shareholders meetings, and other meetings as required. The Secretary ensures that the Band Council is provided with all related documentation required in their meetings by assembling a Council Meeting Kit and is responsible for distribution of their motions and decisions. The Secretary is also responsible for the development and maintenance of a tracking system to provide easy access to Council motions and decisions. The Secretary also coordinates any necessary travel arrangements for Band Council and the assembly of briefing materials and travel itinerary for Council Travel.

Duties:

- Prepares and ensures appropriate agenda items, information, and Council kits are ready, complete, and available for respective meetings. For weekly Council meetings this is on the Friday prior to the Monday meeting for approval of notes by Band Manager). Ensures the availability of any necessary equipment for the meeting.
- Coordinates the attendance of the appropriate Council members for special or extraordinary meetings. Establishes that a quorum will be present, or advises of meeting cancellation or postponement.
- Maintains up to date database of recipient of meetings and extraordinary meetings.
- Records, transcribes types, distributes, and tracks minutes, motions, and council or General Band decisions. Take minutes at weekly meetings held on a weekday evening and in extraordinary weekend meetings. Records decisions, capable of giving insight into why decisions were made, and ensuring non present Chief and Council are familiar with decisions in meetings.
- Drafts and writes letters and reports when called upon.
- Ensures minutes are accurate and despatch final working draft of the minutes to the following weekly meeting, and 4 weeks after General Band Meetings and extraordinary retreats.
- Finalizes any amendments to the Council minutes, once passed by Council, by making any changes and then creating and completing a meeting folder both hardcopy and electronic that includes the final minutes and all meeting materials both pre and post meeting.
- Ensures that all materials and preparations are made for Council meetings both regular, special, and weekend; and, all preparations for Council Retreats (materials, travel arrangements, meals, refreshments, etc.)
- Assists Council by making necessary Band related travel arrangements.
- Prepares and distributes isolated motions for the Band Manager and program heads for the management meeting and their follow up action.
- Maintain calendar of important dates for the Band. Arrange agenda; coffee/food for meetings.
- Maintain the Chief's calendar/schedule.
- Help organize special events for Chief and Council.
- Ensure all files are confidential, in a safe place, and in order. Responsible for the hard copy and electronic copy of all Council materials and minutes including Council meetings, Special

Community Meetings, General Band Meetings etc.; and all correspondence related to Council business.

- Maintain confidentiality and comply with data protection in respect of databases of recipients of minutes.
- Distributes the finalized minute's weekly, to those Band Members and other distribution lists as may be developed from time to time, and to the Member section of the Band's web site.
- Liaise with Executive Assistant regarding amendments.
- Develops and maintains effective working relationships with Council, Band Manager, colleagues and the Band membership; works closely with the Executive Assistant to the Band Manager.
- Performs related duties for Band community meetings as required.
- Ensures full supplies for all correspondence and minutes to the Chief and Council and executives at all times.
- Other duties as required.

Job Knowledge and Abilities:

- Skill and knowledge usually attained by successful completion of High School and courses and post-secondary training and certification in Business Administration, legal secretarial, or journalism and /or advanced Secretarial Courses combined with at 3-5 years in a First Nations or similar administration office in a secretarial role to senior administrative manager or elected Council; or an equivalent combination of skill, knowledge, and experience.
- Ability to take minutes, type minimum 60 wpm, audio typing.
- Expertise software applications and equipment related to the position (Microsoft Office, advanced copy machine operation, digital recording equipment, smart boards, etc.)
- Knowledge of Roberts Rules of Order in order to advise management and Council.
- Excellent communication skills, with the ability to communicate effectively with all levels of the organization, from community members to senior business leaders. This includes a pleasant, professional and assertive communication manner.
- Knowledge and experience of similar program delivery in the context of Musqueam or First Nations culture and history.
- Is self-directed with the ability to meet deadlines, as well as to prioritize under tight deadlines.
- Excellent organizational skills and is detailed oriented.
- Ability to understand and describe complex governance and business issues.
- Ability to use tact and good judgement in dealing with sensitive and complex issues.
- Ability to maintain confidentiality.
- Ability to drive and provide a licensed vehicle for work purposes.

Working Conditions:

- Work is performed in an office environment.
- Attendance is mandatory at all Chief & Council weekly evening meetings and off site weekend quarterly retreats
- Valid Driver's License
- Successful Criminal Record Check

Please apply by emailing your cover letter and resume to Musqueam Indian Band, HR at:

jobs@musqueam.bc.ca

Please write « Secretary to C & C » on the subject line.

Applicants of Musqueam and/or Aboriginal ancestry are encouraged to apply.

Posting will remain open until filled.

* We thank all applicants; however, only those short-listed applicants will be contacted.



Musqueam Indian Band

6735 Salish Drive Vancouver, B.C. V6N 4C4 Telephone: 604 263-3261

Job Posting Community Planning Intern (For the 2018 Musqueam Comprehensive Community Plan)

Summer Term position – 12 to 15 Weeks (35 hours/week with some flexibility, including evenings and weekends) Dependent on funding approval

HRSDC-CSJP Funded Position – Applicants must meet funding requires noted below

The Musqueam people have lived in our present location for thousands of years. Our traditional territory once occupied much of what is now Vancouver and surrounding areas. The name Musqueam relates back to the River Grass, the name of the grass is $m \partial \theta k^w \partial y$. There is a story that has been passed on from generation to generation that explains how we became known as the $x^w m \partial \theta k^w \partial y$ (Musqueam) - People of the River Grass. Although a metropolitan city has developed in the heart of Musqueam territory, our community maintains strong cultural and traditional beliefs. Today our population flourishes and we are a strong community of over thousand members. To learn more about Musqueam, please visit <u>www.musqueam.bc.ca</u>.

Are you passionate about your community? Do you want to be a part of planning our future? Want to know more about how big plans turn into action? Musqueam's Comprehensive Community Plan (CCP), nəcəmat tə šx^wq^weləwən ct (we are of one heart and mind), was approved by Musqueam Chief and Council in 2011. The Community Plan, created with the input of hundreds of community members, provides leadership, administration, and membership with direction and guidance on how the community develops. We are just finishing the 2018 Update of our CCP, and this summer, we will be working to take the actions in the CCP and turn them into actions on the ground.

Musqueam Indian Band (Musqueam) is seeking a **Community Planning Intern.** This position is within the Intergovernmental Affairs division of the Musqueam Administration. Reporting to the Community Planner, with oversight from the Divisional Lead of Intergovernmental Affairs, the Community Planning Intern will be part of a team that will be working to implement our new 2018 CCP.

This position is partially funded by the Human Resource and Skills Development Canada – Canada Summer Jobs Program (HRSDC-CSJP). To meet the funding requirements, you must be between 15 and 30 years of age (at the start of employment), have been registered as a full-time student during the preceding academic year, and intend to return to school on a full-time basis in the next academic year. The position may be subject to funding approvals.

Key Responsibilities

This position will work with our Community Planning team who will provide training and support to learn new skills while assisting with the implementation of our new 2018 CCP. Duties include:

- Collaborate with the team to develop community engagement strategies
- Schedule, create materials for, and assist with meetings with staff and/or community members
- Learn how to use work plans/templates
- Collaborate in the creation of work plans
- Learn about costing and budgeting
- Collaborate with the team on cost estimates and/or program budgets

- Draft and distribute notices, posters, and documents
- Other related duties as required

Qualifications and Skills

- Post-secondary student interested in community planning and work planning
- Registered as a full-time student during the preceding academic year and intend to return to school on a full-time basis in the next academic year
- Comfortable interacting with administration staff and community members (youth, elders, adults, people with disabilities, different family groups, etc.)
- Respectful, open listener and accurate note-taking
- Good organizational skills
- Ability to use Microsoft Word and experience using social media
- Ability to work both independently and within a team environment
- Detailed oriented with high accuracy rate
- Proven ability to maintain confidentiality
- Flexible and able to work with the schedules of community members (i.e. some evenings and weekends)
- Knowledge of the Musqueam community and our CCP is a strong asset

Working Conditions

- Work is performed in an office environment and in the Musqueam community
- Work will be conducted from May to August
- Successful criminal record check

Please email cover letter and resume to: jobs@musqueam.bc.ca and reference "Community Planning Intern" in the subject line.

Applicants of Musqueam and/or Aboriginal ancestry are encouraged to apply.

Position will remain open until filled.

* We thank all those who apply, however, only those short-listed will be contacted.



Musqueam Indian Band

6735 Salish Drive Vancouver, B.C. V6N 4C4 Telephone: 604 263-3261

Job Posting Home Care Attendant Part-time Casual (5 hour/day, 5 days/week)

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Musqueam Indian Band (Musqueam) is seeking three **Home Care Attendants.** Under the direction of the Home Care Nurse Supervisor, the Home Care Attendant assists clients with the activities of daily living to promote maximum independence, provides personal care and performs housekeeping and home management activities.

Key Responsibilities

- Provides personal care to clients including bathing, dressing, oral hygiene, and hair care
- Assists with lifts and transfers
- Assists with medication as ordered; records medication and treatment in communication book
- Performs simple treatments and non-sterile dressing changes
- Observes the behavior, appearance and condition of the client and reports changes to the Home Care Nurse in order to maintain a safe and supportive environment
- Provides written reports as required
- Schedules and co-ordinates client bathing
- Attends training and development and staff meetings as required
- Performs other related duties as required

Qualifications and Skills

- Completion of Home Care Attendant, First Aid and CPR Level 1 Certificates, covering infants and adults or an equivalent combination of skills, knowledge and experience
- Ability to communicate effectively, orally and in writing
- Excellent organizational skills
- Physical ability to perform the duties of the job
- Knowledge of geriatric issues and behavior
- Ability to operate related equipment

Working Conditions

- Valid BC Driver's License is required (driving may be required)
- Successful Criminal Record Check

Please email cover letter and resume to: jobs@musqueam.bc.ca and reference "Home Care Attendant" in the subject line.

Applicants of Musqueam and/or Aboriginal ancestry are encouraged to apply.

Position will remain open until filled.

* We thank all those who apply, however, only those short-listed will be contacted.



Musqueam Indian Band

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Job Posting Environmental Policy Analyst Regular Full-time

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Musqueam Indian Band (Musqueam) is seeking an **Environmental Policy Analyst.** Reporting to the Environmental Stewardship Manager, the Environmental Policy Analyst conducts research, involving the management and analysis of large data sets with the aim of developing demand side management programs, policies and best practices. This position will manage, organize and interpret large data sets, maintain, update and expand new and existing datasets, participate in the development of strategies, prepare studies and reports and provide technical assistance to a number of source control initiatives. This position will also establish and maintain relationships with a wide variety of internal and external contacts and direct the work of consultants and staff on a project basis.

Key Responsibilities

- Develops and makes recommendations on environmental programs and policy and procedures consistent with the objectives and priorities of Musqueam in collaboration with management
- Conducts environmental policy and procedure analyses and research to support the development and implementation of Musqueam's environmental key initiatives
- Identifies, assesses, and evaluates data/information required to support critical decision-making processes within the public sector
- Designs and oversees data collection and analysis strategies for complex research and policy analysis projects; analyses, evaluates, and prepares written reports on policy implications from findings
- Provides statistical and analytical information to management, including metrics, reports and analyses for data management, tracking and reporting, cost-benefit analyses, RFP processes, and aggregating survey data
- Reviews programs, policies and mandates to assess compliance and effectiveness and provides advice and recommendations to senior management
- Reviews, analyses, and prepares summaries, presentations, and graphical representations of proposals and reports
- Assists management in preparing briefing notes, internal/external reports, summaries, discussion papers, factsheets, and other support related material
- Collaborates with management, government and agency officials and representatives, and private sector organizations and agencies
- Performs related duties as required

Qualification and Skills

- Bachelor's degree in biology, natural resource management or related field
- Minimum of 3 years' experience and progressive experience with complex natural resource management or environmental policy, or broad-level program management with considerable related experience within a local government or Frist Nations organization
- Expert in conducting environmental research and analyses, interpreting statistical data, and developing recommendations for complex environmental policy issues and program evaluation
- Exemplary oral and written communication skills in presenting clear and concise findings for decision makers and writing a variety of proposals, policy and procedure drafts, reports and other documentation
- Excellent analytical, problem-solving, persuasion, and consensus-building skills with the ability to work under pressure and independently within a team environment
- Proven experience working in and with legislation, regulations and policies that pertain directly to environmental assessments and anticipating and identifying the need for policy or policy revision
- Proven technical and operational experience and knowledge of the components of land and resource management policy, planning, systems and analysis used in BC
- Advanced skills in MS Office software, Adobe Acrobat, STATA, R or similar statistics/data analysis software
- Proven ability to maintain confidentiality at all times

Working Conditions

- Work is performed in an office environment
- Some evenings and weekends may be required
- Successful criminal record check

Please email cover letter and resume to: **jobs@musqueam.bc.ca** and reference **"Environmental Policy Analyst"** in the subject line.

Applicants of Musqueam and/or Aboriginal ancestry are encouraged to apply.

Please apply by June 18, 2018. Position will remain open until filled.

* We thank all those who apply, however, only those short-listed will be contacted.



Musqueam Indian Band

6735 Salish Drive Vancouver, B.C. V6N 4C4 Telephone: 604 263-3261

Job Posting Junior Summer Recreation Coordinator Summer Term Position July – August 2018

The Musqueam people have lived in our present location for thousands of years. Our traditional territory once occupied much of what is now Vancouver and surrounding areas. The name Musqueam relates back to the River Grass, the name of the grass is $m \partial \theta k^w \partial y$. There is a story that has been passed on from generation to generation that explains how we became known as the $x^w m \partial \theta k^w \partial y$ (Musqueam) – People of the River Grass. Although a metropolitan city has developed in the heart of Musqueam territory, our community maintains strong cultural and traditional beliefs. Today our population flourishes and we are a strong community of over thousand members. To learn more about Musqueam, please visit <u>www.musqueam.bc.ca</u>.

Musqueam Indian Band (Musqueam) is seeking a **Junior Summer Recreation Coordinator.** Under the supervision of the Recreation Coordinator, the Junior Summer Recreation Coordinator will develop and deliver a dynamic summer recreation program for children aged 5 - 6. Programming will consist of passive and active recreation and include outings and the booking of programs/presenters to come into the community. The Coordinator will also supervise two Junior Summer Recreation Leaders throughout the duration of the program.

Key Responsibilities

- Create monthly/weekly schedules and community notices.
- Schedule outings including transportation and group visit bookings.
- Supervise and participate in activities with children and youth.
- Ensure the safety of children and youth at all times.
- Communicate with community members and recreation staff regarding the program.
- Assist with community events as needed.
- Maintain a work journal, fill out incident reports, and make progress reports to recreation staff.
- Perform other duties as required.

Qualification and Skills

- Successful completion of high school diploma and college or university courses in Child & Youth Care, Early Childhood Education or Teaching is preferred.
- Successful completion of First Aid Certificate.
- Experience with programming for children aged 5-6 is an asset.
- Willingness to work with children and youth.
- Willingness to work in a large team to ensure the successful delivery of the program.
- Proven ability to be self-motivated and able to work under minimal supervision.
- Possesses strong communication skills and enjoy working in dynamic environment with children and youth.
- Proven ability to be prompt and reliable.

Working Conditions

- Work is performed inside and out in the field.
- Successful criminal record check.

Please email cover letter and resume to: jobs@musqueam.bc.ca and reference "Junior Summer Recreation Coordinator" in the subject line.

Applicants of Musqueam and/or Aboriginal ancestry are encouraged to apply.

Please apply by June 20, 2018. Position will remain open until filled.

* We thank all those who apply, however, only those short-listed will be contacted.



Musqueam Indian Band

6735 Salish Drive Vancouver, B.C. V6N 4C4 Telephone: 604 263-3261

Job Posting Junior Summer Recreation Leaders Summer Term Position July – August 2018

The Musqueam people have lived in our present location for thousands of years. Our traditional territory once occupied much of what is now Vancouver and surrounding areas. The name Musqueam relates back to the River Grass, the name of the grass is $m \partial \theta k^w \partial y$. There is a story that has been passed on from generation to generation that explains how we became known as the $x^w m \partial \theta k^w \partial y$ (Musqueam) – People of the River Grass. Although a metropolitan city has developed in the heart of Musqueam territory, our community maintains strong cultural and traditional beliefs. Today our population flourishes and we are a strong community of over thousand members. To learn more about Musqueam, please visit <u>www.musqueam.bc.ca</u>.

Musqueam Indian Band (Musqueam) is seeking two **Junior Summer Recreation Leaders.** Under the supervision of the Recreation Coordinator, Recreation Assistants and Junior Summer Recreation Coordinator, the Junior Summer Recreation Leaders will assist in the development and delivery of a dynamic summer recreation program for children aged 5 - 6. Programming will consist of passive and active recreation and include outings and the booking of programs/presenters to come into the community.

Key Responsibilities

- Create monthly/weekly schedules and community notices.
- Schedule outings including transportation and group visit bookings.
- Supervise and participate in activities with children and youth.
- Ensure the safety of children and youth at all times.
- Communicate with community members and recreation staff regarding the program.
- Assist with community events as needed.
- Maintain a work journal, fill out incident reports, and make progress reports to recreation staff.
- Perform other duties as required.

Qualification and Skills

- Applicant must be 15 years of age or older (at the start of employment), have been registered as a fulltime student during the preceding academic year, and intend to return to school on a full-time basis in the next academic year.
- Successful completion of First Aid Certificate.
- Experience working with children and youth is an asset.
- Willingness to work with children and youth.
- Willingness to work in a large team to ensure the successful delivery of the program.
- Proven ability to be self-motivated and able to work under minimal supervision.
- Possesses strong communication skills and enjoy working in dynamic environment with children and youth.
- Proven ability to be prompt and reliable.

Working Conditions

- Work is performed inside and out in the field.
- Successful criminal record check.

Please email cover letter and resume to: jobs@musqueam.bc.ca and reference "Junior Summer Recreation Leader" in the subject line.

Applicants of Musqueam and/or Aboriginal ancestry are encouraged to apply.

Please apply by June 20, 2018. Position will remain open until filled.

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6735 Salish Drive Vancouver, B.C. V6N 4C4 Telephone: 604 263-3261

Job Posting Summer Recreation Leaders Summer Term Position July – August 2018

The Musqueam people have lived in our present location for thousands of years. Our traditional territory once occupied much of what is now Vancouver and surrounding areas. The name Musqueam relates back to the River Grass, the name of the grass is $m \partial \theta k^w \partial y$. There is a story that has been passed on from generation to generation that explains how we became known as the $x^w m \partial \theta k^w \partial y$ (Musqueam) – People of the River Grass. Although a metropolitan city has developed in the heart of Musqueam territory, our community maintains strong cultural and traditional beliefs. Today our population flourishes and we are a strong community of over thousand members. To learn more about Musqueam, please visit <u>www.musqueam.bc.ca</u>.

Musqueam Indian Band (Musqueam) is seeking six **Summer Recreation Leaders.** Under the supervision of the Recreation Coordinator and Recreation Assistants, the Summer Recreation Leaders will assist in the development and delivery of a dynamic summer recreation program for children aged 7 to 12. Programming will consist of passive and active recreation and include outings and the booking of programs/presenters to come into the community.

Key Responsibilities

- Create monthly/weekly schedules and community notices.
- Schedule outings including transportation and group visit bookings.
- Supervise and participate in activities with children and youth.
- Ensure the safety of children and youth at all times.
- Communicate with community members and recreation staff regarding the program.
- Assist with community events as needed.
- Maintain a work journal, fill out incident reports, and make progress reports to recreation staff.
- Perform other duties as required.

Qualification and Skills

- Applicant must be 15 years of age or older (at the start of employment), have been registered as a fulltime student during the preceding academic year, and intend to return to school on a full-time basis in the next academic year.
- Successful completion of First Aid Certificate
- Experience working with children and youth is an asset.
- Willingness to work with children and youth.
- Willingness to work in a large team to ensure the successful delivery of the program.
- Proven ability to be self-motivated and able to work under minimal supervision.
- Possesses strong communication skills and enjoy working in dynamic environment with children and youth.
- Proven ability to be prompt and reliable.

Working Conditions

- Work is performed inside and out in the field.
- Successful criminal record check.

Please email cover letter and resume to: jobs@musqueam.bc.ca and reference "Summer Recreation Leader" in the subject line.

Applicants of Musqueam and/or Aboriginal ancestry are encouraged to apply.

Please apply by June 20, 2018. Position will remain open until filled.

* We thank all those who apply, however, only those short-listed will be contacted.



SUMMER STUDENT INTERNSHIP OPPORTUNITIES

Development Assistant Roles– Musqueam Capital Corp. is seeking Musqueam Band members currently taking post secondary courses in real estate related fields (business, law, engineering, planning and architecture etc.)

Responsibilities include but not limited to;

- Learn about and help on current and future development projects including:
 - Project management
 - Pro forma financial analysis
 - Marketing
 - Civil construction
 - Building design and construction
 - Community engagement
- Assist the Development Coordinator and Vice President of Real Estate on any other tasks as required.

Skills and Qualifications

- Prior experience in real estate is preferred.
- Excellent verbal and written communication skills.
- Currently enrolled in a post secondary degree program.
- Have a keen interest in real estate.
- Organized, friendly, and professional demeanor.

Musqueam Band Members will be given first priority for this opportunity.

Please apply by submitting a cover letter and resume to Caroline Thomas Musqueam Capital Corporation, Administrator mccadmin@musqueam.bc.ca.

T: 604-559-5400F: 604-559-5410 6615 Salish Drive, Vancouver, B.C., Canada V6N 4C4



Are you a Business Owner?

The Musqueam Capital Corporation is in the process of compiling a list of Musqueam member-owned businesses.

From the opportunities created in the real estate sector, from our various assets, or via the relationship agreements that Musqueam has created with Crown Corporations, we regularly share band memberowned business contacts with groups that we work with in the interest of facilitating contractual opportunities.

We will be happy to include your firm in our database of Musqueam member-owned firms.

Please fill out the attached registration form that should include an introduction to your firm, the nature of your business, and a list of key contacts within your company.

For an electronic version contact Sandra Fossella: sfossella@musqueam.bc.ca

Updated Contact Information

The Musqueam Capital Corp is currently working on an improved Musqueam band member contact list to provide continuous updates on current and future projects and opportunities.

Relevant information could include, mailing address and email address. If you wish to receive ongoing updates regarding Musqueam's assets or real estate developments please provide your contact information to Caroline Thomas: mccadmin@musqueam.bc.ca

For more information you may also view MCC's website: www.musqueamcapital.ca

604-559-5400 F: 604-559-5410 6615 Salish Drive, Vancouver, B.C., Canada V6N 4C4



Company Registration Form

Your Name:					
	First	Last			
Company Name:					
Voor Established.					
Year Established:					
Industry Sector:					
	(Examples: electrical, framework, civil, environmental, painting)				
Affiliation:					
(MIB r	nember owned, Band affiliated, Nati	on affiliated)			
Contact Informatio	n				
Telephone:		Email:			
website:		Address:			
Please provide a br	ief description of your compa	any.			
	6615 Salish Drive Vancouver	B.C. Canada V6N 4C4			
	T: 604-559-5400	F: 604-559-5410			

MUSQUEAM INDIAN BAND



We invite you to join us as we honour our Musqueam Graduates of 2018

on

Monday June 18th, 2018

at

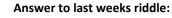
5:00pm

in the

Musqueam Gymnasium

Musqueam Education Notice

Friday June 15, 2018



This week: What ?

Musqueam Graduation Celebration

Please note there has been a date change. The Musqueam Graduation Celebration will now be June 18th at 5:00 at the Community Gym. We hope to see you there!

Scholarships and Bursaries

New Relationship Trust Foundation– The NRT general scholarship and the Indigenous Early Years Scholarship are now open. Scholarships are available for Undergraduate valued at \$5000, Masters valued at \$10000, and Doctorate \$20000. Deadline to apply is June 14, 2018 12:00pm PST. Application can be found at: http://www.nrtf.ca/applyfor-funding/scholarships/

NIB Trust Fund- the NIB Trust Fund is now open for individual applicants. The scholarship/bursary is open to First Nation and Metis over the age of 18 with a valid social insurance number. Scholarships are open to those in University or College programs, Bursaries are open to those in certificate or trades programs, and Awards are open to those pursuing traditional or cultural knowledge building. The deadline to apply is June 8, 2018 5:00pm EST. Applications can be found at: http://nibtrust.ca/individuals/

If you need any assistance you can contact April (Learning Facilitator)





If you know of any band members who are graduating from grade 7, grade 12, or post-secondary please let the Education department know so we can include them in the graduation celebration.

Please see list on following page for the name of students currently on

the graduation list.



Education Department: Faye Mitchell, Education Coordinator, April Campbell, Learning Facilitator, Delphine Campbell, Education Assistant, Cary Campbell, School Bus Driver, Charlene Campbell-Wood, School Bus Supervisor Ph. # 604 - 263 - 3261 Fax # 604 - 263– 4212

Toll free: 1-866-282-3261



Graduation: Student List

Below is the list of grade 7, 12, and Post-Secondary students to be included in the Graduation Celebration. Please look through the list and let the education department know if you notice anyone missing or any spelling mistakes. Thank you,

GRADE 7

Lacy Billy Shaun Dennis Abigail Grant Danielle Guerin Natasha Louis Walter Perez-Dan Chelsea Seymour Christian Sparrow Charleen West Shirleen Wilson-Sparrow Kirsten Guerin **Gregory** Point Penelope Sparrow Hailee Stogan Branden Shaw Casey James Hallie Hensel Isaiah Sparrow Lexi Brown Joseph Sparrow GRADE 12 Diego Gomez Kelly Louis Nikki Point Keira Stogan-Thorne Nicholas Sparrow Mathew Speck Katie Hensel Suzanne Guerin May Shaw **Donald Roberts** Elijah Neuwirth Makala Stasiuk POST SECONDARY Kymberlee Stogan

Zoe Craig Erica Strain Zanetta Campbell Angela Charlie Faren Sam Jadelyn Campbell Nathanial Nyce Heather Lynn Commodore

Southlands Elementary Immaculate Conception Immaculate Conception Immaculate Conception Immaculate Conception Garden City Elementary Fraser Academy Fraser Academy Fraser Academy Grandview Elementary John Henderson Elementary

Archbishop Carney Regional University Hill Secondary Point Grey Secondary Fraser Academy John Oliver Secondary Eric Hamber Kitsilano Secondary Kitsilano Secondary Hugh McRobert Secondary Abbotsford Senior Secondary University Hill Secondary Princess Margaret Secondary

Bachelor of Education, UBC Bachelor of Arts, UBC Bachelor of Arts, Douglas College Early Childhood Education, VCC Social Work Diploma, UFV Project Management Certificate, RRU Teaching Assistant Certificate, KPU Heavy Duty Mechanics, NWCC PhD Philosophy of Education, UBC



June 15, 2018



x^wməθk^wəy̓əm

MUSQUEAM PRIMARY CARE CLINIC

Clinic Hours are as follows:

Monday, Wednesday - Friday 9:30-3:30 our Nurse Practitioner is in Tuesday's 9:30-4pm Dr. Dumont is in, Call 604.266.0043 to book an appoinment <u>The primary care clinic is now offering IUD insertions</u> <u>call in to book a consultation!</u> Check out below the different options that are available for Birth Control!



PRIMARY CARE FAMILY PHYSICIAN – Tuesday 9:30am – 4:00pm

Welcoming all Musqueam community members including parents / caregivers with infants and children; pregnant women; youth; adults and elders. Come and join our wonderful Musqueam Primary Care clinic and become a regular patient! Our team meets the highest standards necessary to provide you with safe and <u>confidential</u> health care.

PRIMARY CARE NURSE PRACTITIONER – Monday, Wednesday - Friday 9:30am – 3:30pm

Services provided daily are:

- Check-ups (PAP, STI, Baby growth checks) and assessments
- diagnosis and prescriptions
- testing (X-rays, ultrasounds and blood work)
- birth control options
- chronic disease management (diabetes, hypertension, C.O.P.D and lung disease)
- immunizations
- tetanus shots

MEDICAL OFFICE ASSISTANT – Monday, Wednesday – Friday 9:30am – 3:30pm and Tueday 9:30am-4pm

For an appointment please contact Mackenzie Gomez, Medical Office Assistant at 604.266.0043

(closed 12:00 - 1:00pm for lunch)

Location: Musqueam Elders Centre, 4010 Si Lu Drive, Vancouver BC V6N 4K7

June 15, 2018

Community Health Program

Crystal Point, RN, CHN Victoria Sparrow, Nurse Assistant Temp

Are you pregnant or have you recently had a baby?

The Musqueam Health Department offers some valuable incentives to pre-natal and post-natal Mothers who live on reserve:

Prenatal:

- A \$25 Save On gift card once per week to assist with buying nutritious foods during your pregnancy; this is provided from the onset of pregnancy until baby is 3 months' old!
- Prenatal support Any questions throughout pregnancy come see Crystal
- An abundance of resources and materials to make sure you have a healthy pregnancy and healthy baby ⁽ⁱ⁾

Postpartum:

- Breastfeeding support; this includes nursing pads (one box per week as needed)
- A one-time gift of an Electric Breast pump (One per family)
- Welcome gift for your new baby
- Postnatal support: Well baby visits/assessments

If you are pregnant, please come see Crystal Point, in the Health Department.

Pre/Postnatal Group: Runs every Tuesday @ 12pm in the Youth Centre.

Partners encouraged to come also! Lunch provided. Different topics covered weekly. To find out more, contact Crystal.

<u>Your New Baby and First Nations Health Benefits Coverage:</u> For information on how to register your baby with First Nations Health please call Ashlee or Candice in the health department.

Other Community Health Services:

- o Assistance with obtaining resources and information to live as healthy as possible
- If you have any questions related to your health, or have any conditions you would like to learn more about let the CHN know! Planning upcoming lunch + learns in the Community Centre
- o Community Events / Health Education Sessions / Workshops
- o Drop in to have your Blood Pressure Checked, Blood Sugar checked, or require assistance with either of these
- The CHN is in the Fitness Centre Wednesday mornings (able to check BP, Oxygen, Heart)

Hours	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9am-12pm		Pre/Postnatal	Fitness Centre		Admin Time
		can see CHN	for 1hr - Vitals		
1pm-4pm		Prenatal 12pm			Admin Time
		– 2pm			

Crystal Point, RN, CHN

*Hours: 9am – 4pm (*Except Tuesdays: 9am-3pm)* Email: Crystal Point (<u>chn@musqueam.bc.ca</u>) Ph: 604-269-3313

Victoria Sparrow, Nurse Assist. Temp

Hours: Mon., Wed.-Friday 8:30-4:30 (*Except Tuesdays 8:30-3:30) Ph: 604-655-0580 Email: Victoria Sparrow (<u>nurseassist@musqueam.bc.ca</u>)



June 15, 2018



Bring your under 36-month old child for a Free **First** <u>Dental Check-Up</u>, fluoride treatment and toothbrush.

The Public Health Dental Team will be at: Musqueam Community Centre (Yoga Room)



On: *Monday, July 16th, 2018* To make an appointment contact: *Crystal Point*

There are 6 spots remaining. (4 – 5:30pm)

*Please bring your child's BC Services/Care card

Parents will learn how to prevent tooth decay and children will receive a first dental visit exam by a dentist



Further information please contact: Crystal or Victoria in the Health Dept. 604-263-3261

Vancouver Coastal Health, Public Health Dental Program



National Native Alcohol & Drug Abuse Program

Brad Morin

Brad Morin, NNADAP worker offers one to one counselling, treatment referrals, outpatient resources, information and support in relation to drug and alcohol use.

Brad Morin – NNADAP worker

Hours:Wed- Fri.6:00-9:00pm- EveningsSaturdays - Sunday10:00am-5:00 pm- Weekends

APPOINTMENTS: DROP-IN OR CALL TO MAKE AN APPOINTMENT: 604-269-3454 Email: Brad Morin <nnadap.bmorin@musqueam.bc.ca>

WEEKLY AA MEETING: There is an AA meeting every Tuesday from 8-9 pm at the 51st Hall **Please note*: Cyndi Bell our NNADAP worker is away until further notice.

Art Therapy for Children, Youth & Adults

Janice Carroll

I am available for Counselling Adults, on Monday's from 9am-2pm. The sessions are one hour, once a week, for Musqueam community members.

Counselling for children & youth Tuesday to Friday.

For more information, please call Janice Carroll. My office is located in the Health Department at the community centre. Ph: 604-269-3453, | Email: <u>jcarroll@musqueam.bc.ca</u>.

June 15, 2018

Home & Community Care Program

Home Care Nurse: Romeo Cosio, RN Nurse Assistant *Temp:* Victoria Sparrow

The Home Care Program is available to our community members to assist with hospital discharges, home care aide, and all medical supplies & equipment. Home care services & medical equipment require a note from your doctor with your needs specified. **Home Care Phone: 604-263-6539**

Home Care clients' please contact the HCN / Nurse Assist. Temp to notify if he/she will not be home during their scheduled visit.

The Arjo Tub Program: Is available at the Elder's Centre between 7-9am Mon.-Fri. You need a doctor's order for the use of the Arjo tub, describing your condition, and how often you are advised to use the tub per week. call Victoria for an appointment.

Romeo's Office Hours: Mon. 8:30-5:30 Tuesdays-Off, Wed. Thurs. Friday 8:30-5:30 Ph: 604-269-3463 homecare@musqueam.bc.ca Victoria's office hours Mon., Wed.-Friday 8:30-4:30 Tuesdays: 8:30-3:30 Ph:604-604-655-0580 nurseassist@musqueam.bc.ca

**Please note, the home care nurse may be on a house call so please leave a message.

*For Emergencies Call 911 right away! *

Safe Drinking Water Monitoring Program

Charlene Campbell-Wood



Health Canada is involved in many activities related to water quality, including:

- 1. Developing national drinking water guidelines with provincial and territorial drinking water authorities
- 2. Providing emergency advice in cases of drinking water contamination, when requested by another government department or agency
- 3. Developing guidelines for water used for recreational activities, such as lakes where people swim
- 4. Ensuring the safety of drinking water on cruise ships, airlines, passenger ferries, trains, and other common carriers
- 5. Working with other departments to make sure all federal government employees have access to safe drinking water in their workplaces
- 6. Working with <u>First Nations communities</u> south of 60 degrees parallel to ensure that drinking water quality monitoring programs are in place on their lands
- 7. Regulating the safety and quality of bottled water, prepackaged ice, and water used in food processing
- 8. Working in collaboration with partners and stakeholders on broader water quality issues, including the development of water policies and research priorities

For more information go to <u>www.hc-sg.ca</u>



Healing Yoga

Community Centre Yoga Room

Wednesdays: June 20th, July 4th, 11th, 18th &25th

Time: 5 to 6:30pm



~From beginners to advanced practitioners - all are welcome.~

<u>Your Instructor Kiana Ross:</u> is a heart-centered teacher & practitioner of Arkaya Yoga and Multidimensional Healing. True to her roots, she teaches a practice that builds a foundation for students to gently heal, transform, integrate and lead a more harmonized & conscious life - on and off the mat.

Arkaya Yoga:

(meaning light, healing & inspiration in Sanskrit) is **gentle** and heartcentered in the beginning yet powerfully deep and transformative. Arkaya offers diverse tools and practices to heal, realign, and integrate all dimensions of the Self - body, emotions and mind while tapping into cosmic wisdom & bliss.

Please contact Meghan @ 604.263.3269 or

email: mhajash@musqueam.bc.ca to hold your spot

Starting Back up Wednesday June 20th 6:30 to 8pm in the Yoga Room ~Continuing Wednesdays thereafter

. FREE 20 MINUTE HEALINGS



Another way to Connect with Your Ancestors

Musqueam Indian Band



For more information please call:604.263.3269 E-mail: mhajash@musqueam. bc.ca

- FEEL MORE RESTED AND CALM
- HELP YOUR BODY REPAIR ITSELF
 - DROP INS WELCOME
- PRANIC HEALING IS A NON TOUCH ENERGY HEALING SYSTEM
 - COME AND GET BLESSED OUT!

Pranic Healing is a highly evolved and tested system of energy medicine developed by GrandMaster Choa Kok Sui that utilizes prana to balance, harmonize and transform the body's energy processes.

3RD ANNUAL Hope & Health Event

JULY 9TH, 2018 I 10 AM - 3 PM (REGISTRATION OPENS AT 9 AM) MUSQUEAM SPORTS FIELD I VANCOUVER AGES 5 - 18 WELCOME

Participants Receive

- An authentic event jersey
- Game size soccer ball
- High touch experiences interacting with 10+ Vancouver Whitecaps FC special guests
- Boot drive distribution: new and gently worn cleats (first come, first served basis)
- Healthy snack, water and lunch

Activities include

- Full day Skills & Drills Daycamp
- Arts & Crafts and Cultural Stations
- Bouncy Castles
- Face Painting



including sponsorship or partnership opportunities, please email deana@hopeandhealth.org or text/call at 604-388-4673.





THANK YOU TO OUR AMAZING PARTNERS



WWW.YVRAF.COM

YVR ART FOUNDATION REQUEST FOR EXPRESSIONS OF INTEREST June 7, 2018

Position: GENERAL BOARD MEMBER

YVR Art Foundation is accepting expressions of interest from individuals interested in joining the Board of Directors (volunteer role).

About YVR Art Foundation

YVR Art Foundation (YVRAF) is a not-for-profit charitable organization dedicated to the development and advancement of BC and Yukon Indigenous visual art and artists. The Foundation's programming is focused on providing scholarships, grants, awards and exhibition opportunities for BC and Yukon Indigenous artists. For more information see www.yvraf.com.

Overview of the Role of the Board of Directors

The Board of Directors supports the work of YVR Art Foundation by leading, advising and supporting the Foundation's activities. The Board has overall financial and legal responsibility for the organization, provides strategic direction for organizational priorities, and develops the organization's governing policies. Board members are also encouraged to participate in the Foundation's fundraising activities.

The YVRAF Executive Director leads the Foundation's day-to-day operations, with support from the Board through a standing and ad hoc committee structure. The Executive Director reports to the Board, and oversees contractual staff.

Board Terms

- Board members are elected for up to three (3), three-year terms
- Members are recommended by the Executive Committee, which acts as a Nominating Committee
- · Board members serve as volunteers and are not remunerated for services

Attendance

- Board meetings are held four times per year and are scheduled one year in advance. Attendance is expected at all meetings.
- Attendance is also expected at all YVRAF related functions such as events, receptions and other activities.

Interested Applicants:

Please email a letter expressing your interest in joining the YVRAF Board of Directors and indicating your relevant background and experience, and include a CV, resume or biography, to the YVR Art Foundation at <u>executivedirector@yvraf.com</u>. For more information email <u>executivedirector@yvraf.com</u> or call 604.276.6261.



JOB POSTING

PROGRAM & ADMINISTRATIVE COORDINATOR

About YVR Art Foundation

YVR Art Foundation is a not-for-profit charitable organization dedicated to the development and advancement of BC and Yukon Indigenous visual art and artists through providing scholarships, grants, awards and exhibition opportunities.

Position Overview

YVR Art Foundation is seeking an individual to join our small team of part-time and contract professionals. Reporting to the Executive Director, the position is responsible for providing administrative support and coordinating delivery of the following programs:

- Youth Scholarship Awards Program
- Mid-Career Artist Scholarship Awards Program
- Masterpiece Study Travel Program
- Aspiring Artist Awards Program

Specific Duties

Coordinates the following:

- Program application and submission processes
- Program delivery
- All communications with program applicants and recipients
- · Award recipient travel and accommodation arrangements
- Annual Scholarship Awards Event and Artists Day Tour
- All external communications to promote and encourage program applications: mail, website, email, contact management systems and social media
- Database and list management
- Participates on the Programs and Communications Committees
- Supports all fundraising initiatives and activities

Qualifications

Required:

- Minimum three years experience supporting/coordinating arts or educational programming in a nonprofit or similar organization
- Some understanding of BC/Yukon Indigenous art and culture
- Some experience working with Indigenous communities
- Strong administrative and organizational skills with keen attention to detail
- Excellent written and verbal communications skills and strong interpersonal skills
- · Experience in website content management
- Experience in all social media communications and platforms
- Experience working with databases/spreadsheets
- Ability to work independently with minimal supervision

Considered an asset:

- Experience with marketing/communications strategies
- Special Event and fundraising experience
- Experience working with youth
- Post Secondary education in a related field

Terms

- Part-time contract position during regular office hours and the occasional weekend
- Estimated 20 hours per week (2.5 days/week)
- One year contract subject to renewal
- Contract term August 2018 to July 2019

Application Submission and Deadline

Please email your resume and cover letter in one PDF document with "Program Coordinator Application" in the subject line to executivedirector@yvraf.com by **5:00pm on Monday, June 25, 2018.**

For more information on YVR Art Foundation please see <u>www.yvraf.com</u>.

Thank you for your interest and please note that only those selected for an interview will be contacted.