



## **MUSQUEAM NEWSLETTER**

**Friday April 6, 2018**

**Tel: 604-263-3261, Toll Free: 1-866-282-3261, Fax:  
604-263-4212...Safety Patrol: 604-968-8058**

### **MUSQUEAM BLUES U16 SOCCER PRACTICE**

Hello Everyone :)

We are having soccer practices starting next week, Tuesday April 10, 2018 @ 6:00 PM and Thursday April 12, 2018 @ 6:00 PM

At the Musqueam Soccer Fields.

See You there !

Thanks, Norm



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#### **ST. MICHAEL'S CHURCH**

PLEASE JOIN US FOR  
MASS ...  
ON SUNDAY





## **CHIEF ERNIE CAMPBELL MEMORIAL FUND BACKGROUND**

### **ABOUT US:**

We are the Chief Ernie Campbell Memorial Fund, founded in 2017 by Chief Wayne Sparrow to honour the late Chief Campbell, and to help better serve members of the proud and great Musqueam First Nation. While our mission is to help serve the Musqueam People, we are separate from the Musqueam Indian Band. We receive no funds from the Band and are governed by a volunteer Board of Trustees.

Ernie Campbell served as Chief of the Musqueam Nation for many years, first elected in the 1980s and retiring in 2012. He was widely known as a fierce advocate for the Musqueam People, a visionary leader and a tough negotiator who led many successful initiatives on behalf of the Band. Equally important, Chief Campbell believed in the immense power of sport and education to make people's lives better, to teach important lessons, and to connect community. He also valued the Musqueam culture and heritage, believing that no one else defines who we are... our ancestors did, we do and our children will.

Chief Wayne Sparrow, who was elected after Chief Campbell passed away in 2013, wanted to honour Chief Campbell's values by creating this Fund in his memory to help advance the athletic, educational and cultural aspirations of the Musqueam People. Money for the Fund is raised through an annual charity golf event, attended and sponsored by friends and partners of the Musqueam Nation who also share in Chief Campbell's values and Chief Sparrow's vision.

It is our hope that, with donations and sponsorship provided by friends and partners of the Musqueam First Nation, the Chief Ernie Campbell Memorial Fund will help many Musqueam youth and adults have sports, educational and cultural experiences that they otherwise couldn't have, making them stronger people and us an even stronger Nation.

### **OUR MISSION:**

Our mission is to provide funds which help support Musqueam Community Members enhance their personal growth and engagement with our great community through participation in sports, education and cultural activities.

### **OUR APPROACH TO AWARDING FUNDS:**

Our goal is to contribute funds to members of the Musqueam Community who need help to participate in sports, education and cultural experiences, but we can't meet all requests. In order to manage the high demand and to ensure a fair distribution of funds, the Board considers social and economic barriers



facing the applicant and/or their family when determining eligibility for funding. Applicants are asked to try their best to find other ways to pay before applying the Chief Ernie Campbell Memorial Fund.

Applications will normally be reviewed by the Board of Trustees at the end of every quarter, but because this is our first year, the Board will review applications more frequently.

Please see **FUNDING GUIDELINES** and our **APPLICATION FORM** for more information.

#### WHAT WE FUND:

***If you are a member of the Musqueam Community and have tried your best to find other ways to pay for important sports, education or cultural activities but you still need some extra help, you can apply.***  
\*\*

**Sports:** The Chief Ernie Campbell Memorial Fund could help fund team and individual sports for things like: Uniform costs, sports equipment, competition fees, user fees, or reasonable travel fees and expenses associated with attending competitions.

**Education:** The Chief Ernie Campbell Memorial Fund will consider applications to help you with your schooling. Some of the things we could help fund are: Course fees, uniform costs, school/course supplies, educational assessment fees, shortfall in tuition fees, or reasonable travel fees and expenses associated with attending educational related events.

**Culture:** The Chief Ernie Campbell Memorial Fund wants to help the Musqueam Community rediscover their culture and heritage, and to support activities that help promote increased awareness of the Musqueam culture and values. Some of the things we could help fund are: Activities that revitalize Musqueam traditional practices or language, or reasonable expenses associated with cultural exchanges.

\*\* Please see **FUNDING GUIDELINES** and our **APPLICATION FORM** for more information on what we fund and how you can apply.



## **CHIEF ERNIE CAMPBELL MEMORIAL FUND FUNDING GUIDELINES**

### **OVERVIEW:**

The Chief Ernie Campbell Memorial Fund raises money once a year through an annual golf tournament attended by friends and sponsors of the Musqueam Nation who also share in Chief Campbell's values and Chief Sparrow's vision. While the tournament is very successful, the demand for funds each year is always greater than the money raised. For that reason, and in order to ensure fair distribution of funds, the Board of Trustees applies the following screening process:

- As resources allow, first time applicants will receive priority for funding; and
- Consideration will be given to applicants which have social and/or economic barriers to participating; and/or
- Consideration will be given to applicants who have raised a portion of the required funding through other means.

### **GENERAL GUIDELINES:**

- Only members of the Musqueam Community may apply for help with funding
- Applicants under the age of 18 require an Adult Sponsor (see below)
- Only one application may be made in each calendar year
- Applications must be received prior to the cost being incurred (the Fund will not reimburse for expenses already paid)
- Incomplete applications will be returned
- Supporting documentation required wherever possible
- Applicants who request support directly or indirectly from donors or sponsors of the Chief Ernie Campbell Memorial Fund are not eligible to receive money from the Fund.

### **ADULT SPONSOR:**

If you are applying for funds and you're under the age of 18, you need an Adult Sponsor to apply on your behalf. An Adult Sponsor can be a parent, relative, guardian, counsellor, coach or friend over the age of 18. The Adult Sponsor is responsible to ensure the application is complete and accurate and submitted to the Board of Trustees.

### **NEEDS BASED VERIFICATION: (please read carefully)**

The Applicant (or Adult Sponsor, if the applicant is younger than 18) must verify that all funding sources have been explored and that without assistance from the Chief Ernie Campbell Memorial Fund, the applicant would not be able to participate in the activity.



This is a very important step in your application process. Please provide a description of your efforts to obtain other sources of funding.

#### WHAT WE FUND:

*If you are a member of the Musqueam Community and have tried your best to find other ways to pay for important sports, education or cultural activities but you still need some extra help, you can apply.*

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**Culture:** The Chief Ernie Campbell Memorial Fund wants to help the Musqueam People rediscover their culture and heritage, and to support activities that help promote increased awareness of the Musqueam culture and values. Some of the things we could help fund are: Activities that revitalize Musqueam traditional practices or language, or reasonable expenses associated with cultural exchanges.

*Note that due to high demand, even if your application is approved, the Fund may not be able to cover the total cost you have requested.*

#### READY TO APPLY?

1. Please fill out our Application Form
2. Give a clear description of what you need the money for with as much detail as possible
3. Provide documentation to support your request
4. Be sure to describe your efforts to obtain other sources of funding
5. Submit to: [admin@cecmf.ca](mailto:admin@cecmf.ca)
6. **Remember... it currently takes approximately 4 – 6 weeks to process a fully complete application, so leave lots of time before you need the money.**



## CHIEF ERNIE CAMPBELL MEMORIAL FUND GRANT APPLICATION

This entire application must be filled out and submitted with supporting documentation. If you're over the age of 18, please ignore the Adult Sponsor section.

### Section 1: APPLICANT

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Birthdate: \_\_\_\_\_

### Section 2: ADULT SPONSOR (IF APPLICANT IS UNDER AGE 18)

*Can be parent, relative, guardian, counsellor, coach or friend who is over 18*

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

### Section 3: ADULT SPONSOR (IF APPLICANT IS UNDER AGE 18)

*Please use a separate page if you run out of room*

Describe the activity you want the Grant to pay for:

Provide a detailed and itemized cost of the activity:

*\* Attach supporting documentation*

Describe what other funds you can contribute to the cost of your activity, or what other ways you've tried to get funding even if you weren't successful.

### Section 4: VERIFICATION

I verify that I have read and understand the Funding Guidelines for the Chief Ernie Campbell Memorial Fund and agree that I (or the Applicant) meets the Guidelines. I believe that I (or the Applicant) and his/her family has financial need and a Grant from the Chief Ernie Campbell Memorial Fund is essential to my (or the Applicant's) participation in this activity. I agree to participate in a short telephone interview if required.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant or Adult Sponsor if Applicant is under 18



## **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 member-owned 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](mailto:sfossella@musqueam.bc.ca)

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## **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](mailto:mccadmin@musqueam.bc.ca)

For more information you may also view MCC's website: [www.musqueamcapital.ca](http://www.musqueamcapital.ca)



## **Company Registration Form**

**Your Name:** \_\_\_\_\_  
First Last

**Company Name:** \_\_\_\_\_

**Year Established:** \_\_\_\_\_

**Industry Sector:** \_\_\_\_\_  
(Examples: electrical, framework, civil, environmental, painting)

**Affiliation:** \_\_\_\_\_  
(MIB member owned, Band affiliated, Nation affiliated)

### **Contact Information**

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Address: \_\_\_\_\_

**Please provide a brief description of your company.**

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## **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](mailto:mccadmin@musqueam.bc.ca).

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



**MUSQUEAM INDIAN BAND**

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

**JOB POSTING**  
**Accounts Payable Clerk**  
**Regular Full-time**

*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 məθkʷəy̓. There is a story that has been passed on from generation to generation that explains how we became known as the xʷməθkʷəy̓əm (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 [www.musqueam.bc.ca](http://www.musqueam.bc.ca)*

Musqueam Indian Band is seeking an **Accounts Payable Clerk**. This position is responsible for accurate and timely processing of vendor invoices, preparing payments to vendors and reconciliation of vendor account statements. This position reports to the Finance & Administration Manager.

**Responsibilities**

- Process vendor invoices in accurate and timely manner as per internal policies & procedures
- Ensure vendor payment terms are met and raise issues to manager for direction
- Ensure appropriate authorizations are in place prior to processing payments; follow up with signing authorities as required
- Process cheque payments
- Release payments to vendors
- Reconcile vendor statements
- Enter invoices into automated accounts payable system
- Prepare adjustments as required
- Match purchase orders to vendor invoices
- Prepare account analysis using Excel spreadsheets
- Maintain A/P sub ledger
- Process electronic fund transfer invoices and cheque requisitions
- Manage corporate credit cards (i.e. maintain log, sign out, collect receipts) and reconcile credit card Visa statements
- Reconcile petty cash
- Maintain vendor information in accounting systems
- Maintain accounts payable files and other related administrative duties
- Assist with preparations of dividend and distribution cheques

- Assist with preparations of audit working papers related to A/P function
- Communicate with internal/external vendors including Chief & Council, as needed
- Process bi-monthly Chief & Council cheques
- Update travel claims and mileage amounts quarterly according to Treasury Board & policy
- Perform other duties as required

#### **Job Knowledge**

- Professional accounting designation with minimum of 5 years of experience in a similar role
- Basic accounting/bookkeeping experience (focus on A/P is preferred), supplemented with some accounting courses
- Minimum of one year accounts payable experience with working knowledge of AccPac/Sage (current versions) is preferred
- Must possess strong communication and interpersonal skills
- Must have extensive experience using Excel and Word
- Able to work to deadlines
- Able to handle multi tasks in a fast paced office
- Have a professional attitude and a willingness to learn
- Ability to work independently and as a member of a team

#### **Working Conditions:**

- Work is performed in an office environment
- Successful Criminal Record Check

Please email cover letter and resume to: [jobs@musqueam.bc.ca](mailto:jobs@musqueam.bc.ca)

and write **"Accounts Payable Clerk"** on 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 Chief Administrative Officer Regular Full-time

*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 məθkʷəy'. There is a story that has been passed on from generation to generation that explains how we became known as the xʷməθkʷəy'əm (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 [www.musqueam.bc.ca](http://www.musqueam.bc.ca).*

Musqueam Indian Band is seeking a **Chief Administrative Officer (CAO)**. As one of two Executive Management positions, the CAO is responsible for driving the long term strategic vision and goals of the Musqueam Chief and Council and for external and intergovernmental affairs. This position works in partnership with Chief and Council and the Chief Operating Officer (COO) to build capacity to support Musqueam's transition to self-government.

### Key Responsibilities

Drives strategic vision and goals

- Partners with Chief and Council and the COO to drive and continually evolve Musqueam's strategic plan.
- Supports and provides advice on implementation of the strategic plan.
- Works with Chief and Council and the COO throughout the year and recommends adjustments as necessary to ensure operational goals are achieved.
- Establishes goals and work plans for intergovernmental affairs.

Acts as a spokesperson and senior negotiator

- Prepares for and leads negotiations on behalf of Chief and Council with final approval provided by Chief and Council.
- Fosters and maintains close liaison and effective working relationships with all participants in negotiations.
- Provides external parties with Musqueam Nation's perspective and opinion on various issues.
- Works closely with Chief and Council and the COO in the coordination and release of public information.

Title and Rights

- Works to develop an understanding of industry stakeholder and other First Nation priorities around Title and Rights.
- Works with Chief and Council on issues related to Title and Rights.

## Intergovernmental and External Relations

- Develops and maintains effective working relationships with external partners and stakeholders including governments, aboriginal organizations, businesses and the media.
- Liaises with stakeholders and different levels of government on key issues affecting Musqueam Nation.
- Communicates on behalf of the Musqueam Nation with other First Nations, organizations, agencies, and federal, provincial or municipal officials or departments.
- Provides updates to Chief and Council regarding status of projects with relevant government agencies, First Nations and key external contacts.

## Internal and Community Relations

- Liaises, and works cooperatively with COO, Management Team, and MCC to ensure Musqueam's goals are achieved.
- Fosters positive relationships with Musqueam Nation members.
- Promotes Musqueam culture and language.

## Oversees Secretariat function for Chief and Council

- Oversees the activities of Chief and Council's support/administrative staff
- Works with staff to set agendas, coordinate meetings, record resolutions, meeting minutes, decisions, regulations, policies and proceedings.

## **Knowledge, Skills, and Abilities**

- Extensive knowledge of Musqueam people, traditions, teachings, culture, protocols and practices.
- Exceptional relationship building and negotiating skills.
- Knowledge of federal, provincial, municipal and Indigenous governments.
- Knowledge of Indigenous title and rights and the legal landscape affecting this area.
- Ability to think strategically and analytically.
- Creative thinker with highly developed problem solving skills.
- Strong verbal and interpersonal communication skills including the ability to communicate effectively with a variety of people including Chief & Council, staff, membership, government officials and media.
- Well-developed writing skills including report writing.
- Ability to manage a variety of overlapping projects.
- Knowledge of financial management practices including the ability to seek funding, prepare proposals, manage budgets, financial reporting, capital funding, contracts and partnerships.
- Technically literate with intermediate level computer skills including MS Office.
- Able to work a varied work schedule including evenings and weekends. Some travel required.

## **Training, Education, and Experience**

- Bachelor's degree in First Nations studies, Law, Public Administration or related field.
- 10-15 years' directly related experience including senior level experience in a First Nation environment.
- Demonstrated success building relationships and negotiating favourable outcomes.
- Experience reporting directly to a Chief and Council or Board of Directors.

## **Working Conditions**

Work takes place primarily in an office environment. Flexibility needed for travel, as well as evening and weekend work.

Please email cover letter and resume to: [jobs@musqueam.bc.ca](mailto:jobs@musqueam.bc.ca)  
and reference **“Chief Administrative Officer”** 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 Chief Operating Officer Regular Full-time

*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 məθkʷəy'. There is a story that has been passed on from generation to generation that explains how we became known as the xʷməθkʷəy̓əm (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 [www.musqueam.bc.ca](http://www.musqueam.bc.ca).*

Musqueam Indian Band is seeking a **Chief Operating Officer (COO)**. As one of two Executive Management positions, the COO is responsible for the daily operation of the Musqueam public administration in accordance with Musqueam values, constitution, laws, policies and procedures. The COO oversees and directs the programs and services provided to Musqueam citizens as well as overseeing the annual operating budget. The COO implements the direction of Chief and Council by leading and supporting a team of Senior Managers to achieve Musqueam's mission and goals. The COO monitors organizational performance and adjusts course as necessary to achieve goals.

### Key Responsibilities

Implements the direction of Chief and Council

- Supports and works with Chief and Council and the Chief Administrative Officer (CAO) to develop and implement the Musqueam strategic plan.
- Works with Senior Managers to develop departmental work plans in alignment with the strategic plan.
- Works with Chief and Council and the CAO throughout the year and recommends adjustments as necessary to ensure operational goals are achieved.
- Provides guidance and interpretation of policy to Chief and Council in order to facilitate the best decisions on large scale projects.

Oversees the delivery of programs and services

- Ensures effective delivery of programs and services in the areas of: Public Works, Housing, Community Services, Intergovernmental Affairs, Fisheries, Finance and Administration, Human Resources, Facilities, Lands, and Title and Rights.
- Implements policies, decisions and regulations and makes recommendations for the efficient operations of all programs and services.
- Ensures all departments are following internal policies and external legislation.
- Monitors and evaluates departmental performance to ensure goals and objectives are met.
- Advises Chief and Council with regards to solutions for issues facing service delivery initiatives and seeks approval for solutions when necessary.
- Communicates and supports departments with new project initiatives.

- Handles community relations that arise and delegates or passes along to the appropriate staff member or Council member.

#### Provides Leadership to the Management Team and staff

- Manages and provides leadership to the Management Team and staff, keeping apprised of day-to-day activities and overseeing operational work plans; ensures individual, departmental and organizational objectives are achieved.
- Ensures that departments have the capacity to achieve their goals.
- Trains, mentors and coaches the Management Team
- Working with the Management Team, ensures that future needs of Musqueam are identified and managed through succession planning and development of staff.
- Motivates all staff by leading by example.
- Provides ongoing communication about Musqueam's direction and goals. Ensures roles are clearly defined and understood.

#### Overall management of finances, including the operating budget

- Ensures Council is fully informed for financial accountability.
- Ensures Council is provided with relevant and timely financial information and statements as directed by the Financial Administration Laws and interprets financial information upon request.
- Works with Management Team to seek and obtain funding for special projects.
- Leads the Management Team to develop budgets for the Administration.
- Monitors revenues and expenses to ensure targets are met as related to the approved budget.
- Ensures organizational and financial risks are mitigated, seeking assistance when required.

### **Knowledge, Skills, and Abilities**

- Knowledge of Musqueam people, traditions, teachings and culture.
- Exceptional leadership skills and the ability to lead and develop the performance of others.
- Ability to think strategically and analytically.
- Creative thinker with highly developed problem solving skills.
- Knowledge of financial management practices including the ability to seek funding, prepare proposals, manage budgets, financial reporting, capital funding, contracts and partnerships.
- Strong verbal and interpersonal communication skills including the ability to communicate effectively with a variety of people including Chief & Council, staff, membership, and government officials.
- Well-developed writing skills including report writing.
- Able to respond to people compassionately as well as objectively.
- Ability to manage a variety of overlapping projects.
- Technically literate with intermediate level computer skills including MS Office.
- Able to work a varied work schedule including evenings and weekends. Some travel required.



## Training, Education, and Experience

- Bachelor's degree in First Nations studies, Business Management, or Public Administration.
- 10-15 years' directly related experience including management experience in a First Nation service delivery environment.
- Demonstrated success managing large budgets.
- Experience reporting directly to a Chief and Council or Board of Directors.

## Working Conditions

Work takes place primarily in an office environment. Flexibility needed for travel, as well as evening and weekend work.

Please email cover letter and resume to: [jobs@musqueam.bc.ca](mailto:jobs@musqueam.bc.ca)  
and reference **“Chief Operating Officer”** in the subject line.

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

Position will remain open until filled.

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## Musqueam Indian Band

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

### **Job Posting** **Environmental Assessment Analyst** **Title & Rights Department** **1-Year Term** **(Possibility for extension dependent on funding)**

*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 məθkʷəy'. There is a story that has been passed on from generation to generation that explains how we became known as the xʷməθkʷəy̓əm (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 [www.musqueam.bc.ca](http://www.musqueam.bc.ca).*

Musqueam Indian Band (Musqueam) is seeking an **Environmental Assessment Analyst**. This position The Analyst will report to the Associate Director of the Title & Rights Department and will serve as an integral part of the Title & Rights department and Intergovernmental Affairs division team. The Environmental Assessment Analyst plays a key role in Musqueam's multi-disciplinary assessment of proposed developments within the territory. This position is responsible for reviewing and assessing incoming referrals and the environmental management plans developed for the construction and implementation of development projects, and will take on other duties as required.

### **Key Responsibilities**

- Review and analyze incoming referrals and environmental management plans (EMPs), and identify priorities and gaps related to Musqueam interests and potential impacts to Musqueam rights, title, and interests
- Engage with government regulators and project proponents to ensure that EMPs developed for project construction and implementation are developed collaboratively with Musqueam
- Identify and develop plans and proposals for future research and monitoring that address Musqueam concerns with proposed and permitted projects
- Establish and maintain positive communication and relationships within Musqueam First Nation, other government departments, and First Nation partners to ensure interests and expectations are identified and responded to
- Participate in projects and meetings as required and/or delegated in order to coordinate information for multiple departments across the organization; follow up, develop responses, collect, and disseminate information
- At the request of management and/or IGA Divisional Lead /Associate Director, or at own discretion, prepare and/or coordinate the preparation of:
  - Correspondence for management, IGA Committee, and/or Chief and Council
  - Briefing materials for the IGA Divisional Lead /Associate Director, Chief and Council, Committees of Council (Intergovernmental Affairs Committee), working groups, and senior management (this material may include researching issues and ensuring prepared responses are consistent with Musqueam First Nation policy and direction)
- Manage timelines and deliverables
- Other related duties as required

## Qualifications and Skills

- Post-secondary degree in environmental studies, biology, or other related natural resources program; Master's degree is preferred
- Strong understanding of Indigenous history and politics in Canada and British Columbia
- Minimum of two years' experience in a closely related field, or an equivalent combination of education, training, and experience
- Cultural competency and knowledge of Musqueam culture and interests
- Strategic thinker with excellent analytical and problem-solving skills
- Self-motivated and able to work independently and as part of a team
- Understanding of project management methods and skills
- Exceptional communicator with excellent writing skills
- Ability to be discrete, and use tact and good judgment
- Ability to handle multiple priorities and complete tasks/project in accordance with stated deadlines
- Proven ability to maintain confidentiality

## Working Conditions

- The work is performed in an office environment
- Successful criminal record check

Please email cover letter and resume to: [jobs@musqueam.bc.ca](mailto:jobs@musqueam.bc.ca)  
and reference **“Environmental Assessment Analyst”** in the subject line.

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

Please apply by April 15, 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, BC V6N 4C4  
TELEPHONE: 604 263-3261

## **JOB POSTING**

### ***GIS Technician***

**Summer Term Position – 14 Weeks**  
**Anticipated Start Date – May 7, 2018**

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

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*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 [www.musqueam.bc.ca](http://www.musqueam.bc.ca).*

#### **Position Summary**

The Musqueam Indian Band has built a Geographic Information System Unit under the Intergovernmental Affairs (IGA) Division to integrate information from a number of departments within the Band's administration with a focus on treaty and reconciliation measures, community planning, traditional use studies, and fisheries access. Reporting to the Senior GIS Specialist, the GIS Technician will assist with data creation, data maintenance and production of digital map products.

This position is partially funded by the Human Resource and Skills Development Canada – Canada Summer Jobs Program (HRSDC-CSJP). To meet HRSDC-CSJP funding requirements, the applicant 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.

#### **Key Responsibilities**

- Assist with data creation, data maintenance, and production of digital map products
- Assist with use and occupancy mapping, natural resource inventory, community planning mapping, and emergency preparedness and infrastructure mapping
- Work with various types of historical information such as archaeology data, ethnographic reports, oral histories, and historical maps
- Mutually agreed upon learning and/or training outcomes
- Other duties as required

#### **Qualifications & Skills**

- Completion of upper division GIS and cartography courses
- Experience and proficiency with GIS software, data, concepts (QGIS/ArcGIS), cartographic design and map production
- Knowledge of GIS, GPS, and database theory (GPS Data Logger)

- Ability to use GIS software to store and manipulate tabular data, generate maps, maintain metadata, and troubleshoot GIS hardware and software.
- Strong understanding of cartographic design and communication principles
- Knowledge of effective data management procedures and standards
- Knowledge of databases and database software
- Knowledge of graphic design principles and software is beneficial
- Experience working in a First Nations community is a strong asset
- An understanding of First Nations issues in BC is preferred, including resource access, social justice, and current First Nations legal issues
- Organized, meticulously detail oriented, and innovative problem solver
- Excellent interpersonal and team participating skills is essential

### **Working Conditions**

- Work is performed in an office environment and may require one or two days in the field
- Successful Criminal Records Check

Please email cover letter and resume to [jobs@musqueam.bc.ca](mailto:jobs@musqueam.bc.ca)

and include **"GIS Technician"** on 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

## Housing Executive Assistant

*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 məθkʷəy. There is a story that has been passed on from generation to generation that explains how we became known as the xʷməθkʷəyəm (Musqueam) - People of the River Grass.*

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Musqueam Indian Band is seeking a **Housing Executive Assistant**. The Housing Executive Assistant assists in the administration of the Housing Department at the Musqueam Indian Band. Reporting to the Housing Manager, this position administers goods and services contracts required to maintain Band owned Housing and oversees contractors in the absence of the Housing Manager. The Housing Executive Assistant is responsible for ensuring quality products and services are being provided to the Musqueam Indian Band.

### Responsibilities

- Provision of a complete administrative service for the Musqueam Housing Department covering all aspects of office and operational administration.
- Assists in preparation and administration of the Housing Department budget under the supervision of the Housing Business Manager. Ensures that all departmental expenditures comply with the approved budget.
- Responsible for preparation and timely submission of all narrative and financial reports as directed by the Housing Business Manager.
- Prepares meeting agendas, briefing materials, meeting kits, takes minutes and transcribes, makes travel arrangements, prepares correspondence, weekly reports, and notices; performs filing; copying; faxing; room bookings; and other clerical duties.
- Ensures that departmental administrative activities comply with administrative policies.
- Develops and maintains a departmental filing system.
- Coordinates the ordering and maintains the inventory of office, maintenance and other supplies for the Housing Department.
- Prepares and arranges for distribution of community notices as required.
- Develops and maintains effective working relationships with colleagues, subordinate staff, outside governments, agencies, boards, and industry.

- Advises all homeowners and tenants of the Housing policies and applies the enforcement policies in a fair and equitable manner.
- Alerts the HBM of any developing or escalating issues that may impact the Housing Department and or Musqueam Indian Band.
- Identify required Housing renovations, prepare scope of work and cost estimates, prioritize the renovations according to Housing Policy.
- Greets Clients and visitors and directs them to the appropriate contacts or services.
- Answers, screens and forwards telephone calls, takes messages and provides information to clients and visitors as required.
- Monitors Housing maintenance projects and work orders directly and reports their progress to the Housing Business Manager directly. Maintaining and administers insurance Executive for all MIB residences.
- Develops all forms and templates for MIB Housing department.
- Responsible for the application and maintenance of CMHC R.A.P.P. grant/ AANDC funding.
- Ensures contracts are in place for all work done within the scope of the MIB Housing Department.
- Resolves administrative concerns by coordinating preparation of reports, analyzing data, and identifying solutions.
- Assists Housing Manager with Housing partnerships / projects with other Partners such as the current partnerships with BC Hydro and UBC.
- Work with the Equalization Administrative Clerk on expenditures and Equalization Portfolio implementation
- Ensures annual home inspections take place with proper notice and that all contractors have set times to conduct work with homeowners consent, prioritization through Asset Management Data Base. Identifies funding source.
- Ensures all service requests and maintenance requests are processed, executed and closed in a timely manner.
- Alternates with Equalization Portfolio Administration Clerk to prepare notes and documents for Lands, Capital & Housing Standing Committee meetings.
- Be responsible for outgoing and incoming letters and correspondences.
- Be engaged in policy, data system and Executive development for the benefit of the MIB Housing Department.
- Participate in special projects when assigned.
- Maintains positive and effective relationships with homeowners, vendors and contractors.
- Meets with homeowners regarding rent arrears, repayment plans and all related revenue collections when necessary.
- Ensures eviction process is followed correctly, when applicable.
- Provides HBM with supporting by-laws when applicable

**Job Knowledge**

- Successful completion of High School with courses in business/office management and/or construction/building, property management, maintenance trades; or an equivalent combination of skill, knowledge, and experience.
- Training and/or experience in office management, including finance and computer skills.
- Knowledge of housing maintenance methods and materials.
- Knowledge and experience of similar executive delivery in the context of Musqueam or First Nations culture and history.
- Ability to use tact and good judgment 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 and periodically in the community

**Licenses/Certificates**

- Valid BC Driver's License
- Successful Criminal Record Check
- Access to a vehicle for business purposes.

Please email cover letter and resume to: [jobs@musqueam.bc.ca](mailto:jobs@musqueam.bc.ca)  
and write **"Housing Executive Assistant"** on 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  
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](mailto: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

### Job Posting Policy Analyst/Grant Writer Regular Full-time

*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 məθkʷəy'. There is a story that has been passed on from generation to generation that explains how we became known as the xʷməθkʷəy'əm (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 [www.musqueam.bc.ca](http://www.musqueam.bc.ca).*

Musqueam Indian Band (Musqueam) is seeking a **Policy Analyst/Grant Writer**. This position will be responsible to conduct research, policy analyses, development of policies and procedures, and evaluation of existing policies to support cross-organizational decision-making in areas aligned with the Musqueam's cultural and business operations. This position also identifies, defines and prepares grant proposals to support existing and planned program activities.

### Key Responsibilities

- Develops and makes recommendations on policy and procedures consistent with the objectives and priorities of Musqueam in collaboration with management
- Conducts policy and procedure analyses and research to support the development and implementation of Musqueam's key initiatives
- 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 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
- Identifies, defines and develops funding sources to support existing and planned program activities
- Develops, designs, and prepares grant proposals as required and analyses and reports on the performance of the funding programs
- Coordinates the development, writing, and submission of grant proposals to various provincial, federal and private sector agencies
- Formulates budgets to ensure that all funding agencies and band program requirements are met
- Performs related duties as required

## **Knowledge, Skills, and Abilities**

- Bachelor's Degree in public policy and administration, political science or law, and 5+ years of related experience or considerable related experience within a government or First Nations organization
- Expert in conducting research and analyses, interpreting statistical data, and developing recommendations for complex 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
- Extensive project management expertise, including knowledge of governance structures, work plan development, risk mitigation and reporting
- Knowledge of successful grant and application procedures in the preparation of proposals and grant applications
- Exceptional interpersonal skills with the ability to establish and maintain successful and effective relationships with a variety of internal and external contacts
- Excellent time management skills with the ability to manage multiple priorities and handle shifting priorities to produce results within deadlines
- Knowledge of various Aboriginal, Indigenous, and First Nations Acts, and social, economic, political and historical concerns in Indigenous communities
- Cultural competency and sensitivity towards MIBs cultural traditions with the ability to use sound judgment and diplomacy in high stress/conflict situations
- Advanced skills in MS Office software, Adobe Acrobat; STATA, R or similar statistics/data analysis software
- Proven ability to maintain confidentiality

## **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](mailto:jobs@musqueam.bc.ca)  
and reference **"Policy Analyst/Grant Writer"** in the subject line.

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

Please apply by April 15, 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, BC V6N 4C4  
TELEPHONE: 604 263-3261

## **JOB POSTING**

### ***Projects Analyst***

**Title & Rights Department**

**Two Year Term**

**(Possibility for extension dependent on funding)**

*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 məθkʷəy'. There is a story that has been passed on from generation to generation that explains how we became known as the xʷməθkʷəy̓əm (Musqueam) - People of the River Grass.*

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#### **Position Summary**

The Project Analyst reports to the Associate Director of the Title & Rights Department and will serve as an integral part of the department team. The Project Analyst will seek and provide advice and will develop and maintain relationships primarily with BC Hydro and other non-governmental institutions and organizations. The Project Analyst is responsible for acting as the primary contact with BC Hydro as delegated by the Divisional Lead /Associate Director and provides support, internally and externally, on a wide range of issues, including projects and files that may impact Musqueam interests. The Project Analyst is responsible for reviewing and assessing incoming BC Hydro and referrals and facilitates project files by disseminating information and acting as one of the main points of contact and will take on other duties as required.

#### **Responsibilities**

- Serve as the primary contact between Musqueam and BC Hydro
- Facilitate an effective working relationship between Musqueam and BC Hydro
- Review and analyze incoming referrals and identify priorities related to Musqueam interests
  - Identify key team members within Musqueam and ensure all information is received as disseminated and that timelines are clearly indicated
  - Organize meetings, agendas, and meeting minutes
- Establish and coordinate communications and logistics between parties with respect to activities related to implementing agreements
- Coordinate and support Musqueam activities as contemplated in agreements for BC Hydro and other related projects, including the management of the capacity funding
- Coordinate communications to optimize commitments made under the BC Hydro relationship agreement
- Provide analysis and advice to senior management and Chief and Council, including the Joint Working Group (JWG), and managing the workplan and administrative matters related to the agreement
  - Identify issues where agreement cannot be reached and must be referred to the principals

- Establish and maintain positive communication and relationships within Musqueam, other departments, and First Nation partners to ensure interests and expectations are identified and responded to
- Lead or participate in projects as required and/or delegated and manage projects which include, but not limited to, coordinating resources, ensuring appropriate consultation, and ongoing and final reporting
- Lead or participate in sub-meetings related to large and BC Hydro-specific projects in order to coordinate information for multiple departments across the organization; follow up, develop responses, collect, and disseminate information
- At the request of management, the IGA Divisional Lead/Associate Director, or at own discretion, prepare and/or coordinate the preparation of:
  - Correspondence for management, the IGA Committee, and/or Chief and Council
  - Briefing materials for the IGA Divisional Lead/Associate Director, Chief and Council, Committees of Council (Intergovernmental Affairs Committee), working groups, and senior management; this material may include researching issues and ensuring prepared responses are consistent with Musqueam policy and direction
- Manage timelines and deliverables
- Other related duties as required

#### **Qualifications**

- Post-secondary degree in planning, business, environmental studies or other related natural resources program; Master's degree preferred
- Minimum of three years' experience in a closely related field or equivalent combination of education, training, and experience
- Strong understanding of Indigenous law
- Cultural competency and knowledge of Musqueam culture and interests
- Successful criminal record check

#### **Skills and Abilities**

- Strategic thinker with excellent analytical and problem-solving skills
- Ability to work in a dynamic environment with limited supervision
- Understanding of project management methods and skills
- Exceptional communicator with excellent writing skills
- Ability to be discrete and use tact and good judgment
- Ability to handle multiple priorities and complete tasks/projects in accordance with stated deadlines
- Proven ability to maintain confidentiality

#### **Working Conditions**

- The work is performed in an office environment

Please email cover letter and resume to [jobs@musqueam.bc.ca](mailto:jobs@musqueam.bc.ca) and include **"Projects Analyst"** on the subject line.

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

Please apply by April 15, 2018.

*\* 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  
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](mailto: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 Senior Archaeologist Title & Rights Department Regular Full-time

*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 məθkʷəy'. There is a story that has been passed on from generation to generation that explains how we became known as the xʷməθkʷəyəm (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 [www.musqueam.bc.ca](http://www.musqueam.bc.ca).*

Musqueam Indian Band (Musqueam) is seeking a **Senior Archaeologist**. This position will report to the Associate Director of Title and Rights Department/Divisional Lead of Intergovernmental Affairs and will serve as integral part of the Title and Rights department team. The Senior Archaeologist will play a leadership role in Musqueam's archaeology program and will have the responsibility of supporting existing operations, strengthening Musqueam's role in heritage management, and building a Musqueam-owned archaeological consulting firm.

### Key Responsibilities

- Review referrals and provide professional assessment and response
- Review Heritage Conservation Act permit applications and respond
- Liaise with various agencies and governmental bodies regarding heritage management
- Review draft reports from archaeological consultants and provide professional assessment and feedback
- Manage fieldwork logistics
- Provide training as a certified Resource Inventory Standards Committee instructor
- Provide mentorship for other Musqueam archaeologists
- Hold permits for and provide technical support/leadership for any community-based archaeological projects
- Speak at conferences, schools, and public events about archaeology
- Attend intergovernmental committee meetings as requested/required
- Act as a field technician for Musqueam as required
- Ensure that all consultants working in Musqueam's territory incorporate Musqueam's concerns and standards into their fieldwork methodology and reporting
- Coordinate billing of field technicians
- Listen and learn from Musqueam about the territory, cultural practices and policies, and Musqueam history
- Audit other consultants' work
- Develop policies and practices for respectful heritage management
- Other related duties as required

## Qualifications and Skills

- Registered Professional Consulting Archaeologist (RPCA) in good standing with the BC Association of Professional Archaeologists
- Certified RISC instructor
- At least 5 years' experience in consulting archaeology
- In-depth knowledge of the Heritage Conservation act and other applicable legislation for heritage management
- Eligible to hold Heritage Conservation Act permits and in good standing with the BC Archaeology Branch
- Experience advocating for the respectful management of heritage resources
- Comfortable with public speaking and engagement
- Valid class 5 driver's license and access to a vehicle
- Experience working with and engaging other First Nations in the Lower Mainland
- At least 2 years' project or operations management experience
- Experience writing technical reports and archaeological site inventory forms
- Comfortable with Word, Excel, Outlook, PowerPoint, GoogleEarth, and QGIS

## Working Conditions

- The work is performed in an office environment and the field as required
- Successful criminal record check

Please email cover letter and resume to: [jobs@musqueam.bc.ca](mailto:jobs@musqueam.bc.ca)  
and reference "**Senior Archaeologist**" in the subject line.

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

Please apply by April 15, 2018. Position will remain open until filled.

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

## Musqueam Education Notice      Friday April 6, 2018



**Answer to last weeks riddle:** One, after that it's no longer empty.

**This week:** Who makes it has no need for it. Who buys it doesn't use it. Who uses it can neither see nor feel it. What is it?

### **ATTENTION: Bus Safety Information**

There is concern that during busy periods people are neglecting school bus safety and passing when the bus lights are flashing.

**Please note that the law states that you cannot pass a school bus when the lights are flashing and the stop sign is out, this applies to vehicles approaching from the front or rear of the bus.**

This rule is to ensure the safety of the children entering and exiting the school bus, therefore please wait until the bus has moved or turned off the flashing lights before moving.



### **Featured Career: Real Estate Agent**

**WHAT DO REAL ESTATE AGENTS DO?** Real estate agents are licensed to help consumers buy and sell commercial or residential property.

**IS IT RIGHT FOR ME?** Real estate is a good career for you if you are good at math, planning, and organizing. You should also be confident and persistent. Real estate agents should also be skilled at negotiating, problem solving, and researching.

**HIGH SCHOOL PREREQUISITES?** To prepare for a career in real estate you should take English 12, and a Math course. You should also consider elective courses such as Marketing, Accounting, Business, and Computer/ Technology.

**POST SECONDARY EDUCATION?** Real Estate Trading Services Licensing Course, followed by either the Residential or Commercial Trading Services Applied Practice Course. You must then obtain your license from RECBC and join a real estate board.

**WHAT CAN I EXPECT MY SALARY TO BE?** The average annual salary for a Real Estate Agent in BC is approx \$78,000.

### **Scholarships and Bursaries**

2018 YVR Aspiring Artist Award— The deadline has been extended for the 2018 Aspiring Artist Awards. YVR Art Foundation offers Aspiring Artist Awards to BC and Yukon First Nations youth between the ages of 13 and 19 years of age who reside in BC or the Yukon. These are awarded on an annual basis to aspiring artists who create visual art that reflects BC or Yukon First Nations' culture and who wish to explore their artistic potential. Up to 10 awards will be awarded, each award is worth \$500, the deadline to apply is April 27, 2018 at 4:00pm. Application can be found at: <http://yvraf.com/programs/apply-aspiring-artist-award>

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

### **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**

## Our Upcoming Opportunities

### FIRST AID LEVEL 3

Dates: TBD  
Place: Clubhouse

The WorkSafeBC Occupational First Aid Level Three course designed for remote worksites or employers with large workforces more than 20 minutes from medical aid. Initial certification requires full participation and course attendance plus passing both a written and practical exam.

### ARCHAEOLOGY TRAINING

When: April 9 - 20, 2018  
Where: Community Centre, Classroom 2

If you or anyone you know is interested in becoming an archaeology field technician? Now is your time, come on in to either sign up or learn more information if you enjoy exploring history in a new way.

### YVR OPPORTUNITIES FOR MUSQUEAM MEMBERS

Right now we have a connection and a portal for Musqueam members to apply to any available career opportunities at YVR Airport. If you have any questions please come on in and see Lindsay Gibson or Terry Sparrow Jr.

The website is <http://www.yvr.ca/en/careers/musqueam-opportunities>

If you log in and submit a general application as well as resume please let employment & training as well as Mary Point (Manager Indigenous Relations). Mary's email is [mary\\_point@yvr.ca](mailto:mary_point@yvr.ca)

There are various types of careers available in different places such as trades or office environment.

### DRIVING AID

Are you or anyone you know needing any help achieving their 'N' or full license?

We are able to offer some in car lessons. If you or anyone is interested please come on in and see us. We are here to help you.

### ESSENTIAL SKILLS

Know anyone interested in upgrading or focusing on academic upgrades?

We have a program for that! Our essential skills is here with continuous intake for students wanting to work on any academic upgrading they need or feel need to work on. If they are interested send them to us, our teach Joanne Kern enjoys meeting new people all the time.



### EMPLOYMENT & TRAINING GROUP

Diane Herman - Assistant - 604-269-3461  
Lindsay Gibson - Job Coach - 604-269-3355  
Terence Sparrow - Job Coach - 604-269-3367  
Joanne Kern - Essential Skills/Mentorship Coordinator - 604-269-3311  
Wanona Scott - Program Manager - 604-263-3261



# Aboriginal ECCE Assistant Training



[www.vcc.ca](http://www.vcc.ca)

The ECCE Assistant Training Program is a collaboration between the Musqueam Indian Band and Vancouver Community College. This program is designed to train participants for entry level employment opportunities as licensed ECCE Assistants, School Age (before and after school) Care Workers, and more.

## Aboriginal ECCE Assistant Training

### Program Outline

- College Success Prep
- Creative Arts
- Health, Safety & Nutrition
- Business English
- Computer Skills
- Standard First Aid - CPR & AED
- FoodSafe Level 1
- Employment Readiness

### Learning Outcomes

- VCC Statement of Completion
- FoodSafe Level 1
- Standard First Aid with CPR and AED
- Transferable ECCE Credits

### Program Duration & Intake Date

- 8 weeks
- April 16 – June 11, 2018

### Eligibility

- Open to all aboriginal learners
- Preference will be given to Musqueam community members

### Training Support

Participants will be provided with:

- Living allowance
- Childcare support
- Transportation support & meals

### Entrance Requirements

Applicants must have:

- Grade 12 or equivalent
- Clean Criminal Record Check
- Demonstrated passion for working with children and commitment to pursuing ECCE educator designation as a long-term career goal

**For program and application information, please contact:**

Lindsay Gibson ~ Tel: 604-269-3355  
Terry Sparrow ~ Tel: 604-269-3367  
Diane Herman ~ Tel: 604-269-3461

Email: [lgibson@musqueam.bc.ca](mailto:lgibson@musqueam.bc.ca)  
Email: [jobcoach@musqueam.bc.ca](mailto:jobcoach@musqueam.bc.ca)  
Email: [employassist@musqueam.bc.ca](mailto:employassist@musqueam.bc.ca)

# Musqueam Health Department Newsletter

April 6, 2018



## Free Income Tax Clinic for Musqueam Community (Current Year ONLY)

This tax clinic is by appointments, however, you can drop off your current year returns with your date of birth and phone number.

**Please note this is for persons with Low-income with a max of \$20,000 per person / \$30,000 per couple**

**Date: Friday April 13, 2018      Time: 9:00pm-4:00pm      \*closed from 12-1pm\***

Location: Musqueam Community Centre – board room (**1st floor board room** before the elevator)

*This service is provided by a volunteer from Revenue Canada hosted by the Musqueam Health Department.*

*If you would like to book an appointment or have any questions regarding your appointment you may contact Ashlee Point @ 604-263-3261*

If you have old year tax returns to do call: 604-684-8171 address: 333 Terminal Avenue Vancouver, BC, V6A 4C1

## Community Health Program

*Crystal Point, RN, CHN, and Lyn Thomas, Assistant*

### 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:

- ❖ From the onset of pregnancy until 3 months postpartum we offer weekly \$25.00 Save on Foods Gift cards.
- ❖ 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
- ❖ *If you are pregnant, please sign up by calling Crystal Point, in the Health Dept.*



**Pre- and Post-Natal Group: Tuesdays noon-2 PM, Youth Centre** Please join us Tuesdays at 12 noon in the Youth Centre for an informal drop-in group (partners welcome!). Lunch is provided.

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

## National Native Alcohol & Drug Abuse Program

*Brad Morin*



# Musqueam Health Department Newsletter

April 6, 2018

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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                      - Evenings  
Saturdays - Sunday    10:00am-5:00 pm                      - Weekends

APPOINTMENTS: DROP-IN OR CALL TO MAKE AN APPOINTMENT: 604-269-3454

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: [jcarroll@musqueam.bc.ca](mailto:jcarroll@musqueam.bc.ca) .

## Wellness Counselling

*Charlene Hellson*

### **Introducing Charlene Hellson to the Musqueam Health Program.**



Charlene Hellson is a proud grandmother and proud member of the Siksika Nation which is part of the Blackfoot Confederacy. She is honoured to be here as a visitor on the unceded homelands of the Musqueam, Squamish and Tseil'Watuth Nations. Her background is in Indigenous Health, including Mental Health, as well as in the Arts. Charlene is the new Mental Wellness Resource Coordinator at the Aboriginal Wellness Program at Vancouver Coastal Health will be joining the health team at Musqueam Nation where she will be hosting friendship groups. Please join her every Friday morning in the youth room to share tea and snacks and take time to connect. Charlene also has a background in forum theatre and will be hosting forum theatre workshops every Monday afternoon in the yoga room...come see what it's all about.

*Hours:*                      *Monday afternoons 1:00-4:30 in the yoga room*

*Place:*                      *Musqueam Health Department, Community Centre*

Wellness Counseling & family group healing available to Musqueam Band Members @ Lu'Ma Medical Clinic.

For more information, & appointments call: Mahara Allbrett at: 604-312-2258.

Sessions held at Lu'Ma Medical Clinic

## Home & Community Care Program

*Home Care Nurse: Romeo Cosio, RN. and Lyn Thomas, Nurse Assistant*

*Please note: Romeo is away until April 11, 2018, Crystal Point, CHN is filling in for Romeo while he is away.*

# Musqueam Health Department Newsletter

April 6, 2018

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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**

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 Lyn Thomas 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

**Evelyn's Schedule:**  
Monday-Friday 8:30-4:30  
PH: 604-269-3354

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

**\*For Emergencies Call 911 right away! \***

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## Safe Drinking Water Monitoring Program

*Charlene Campbell-Wood*

### Protecting Children from Lead in Drinking Water at Child Day Care Facilities

Lead can be harmful to human health, even in very small amounts. Lead is most serious for pregnant women and young children because infants and children absorb lead more easily than adults and are more susceptible to its harmful effects, such as effects on behaviour and intelligence. The public's exposure to lead has decreased over the years as major sources of lead have been eliminated and we have no reported cases of children being adversely affected by lead in drinking water in the Vancouver Coastal Health (VCH) region. Nonetheless, it is important for child day care providers to keep lead exposure as low as possible, particularly for children and pregnant staff.

*For more information:*

*Excerpt taken from a letter from the  
Office of the Chief Medical Health*

**Vancouver Coastal Health, April 2016**

800, 601 West Broadway Vancouver, BC V5Z 4C2

Tel: 604.675.3900 Toll free 1.855.675.3900

Fax: 604.731.2756 April 21, 2016



# Musqueam Health Department Newsletter

April 6, 2018



## MUSQUEAM PRIMARY CARE CLINIC

**x<sup>w</sup>məθk<sup>w</sup>əyəm**

**Clinic hours Monday-Thursday 9:30 am to 3:30 pm and Fridays 9:30 am to 4:00 pm**

**For an appointment call Mackenzie Gomez, Medical Office Assistant, 604.266.0043**

(closed 12:00 – 1:00pm for lunch) **Musqueam Elders Centre, 4010 Si Lu Drive, Vancouver BC V6N 4K7**

**PRIMARY CARE FAMILY PHYSICIAN –Hours: Friday 9:30am – 4:00pm**

**PRIMARY CARE NURSE PRACTITIONERS –Hours: Monday to Thursday 9:30am— 3:30pm**

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 confidential health care.

**MEDICAL OFFICE ASSISTANT – Mon-Thurs. 9:30am – 3:30pm, Friday 9:30-4pm**

### Services provided every day are:

- ✚ check-ups (PAP, STI (STD), Baby growth checks) and assessments;
- ✚ diagnosis and prescriptions
- ✚ testing (X-rays, ultrasound and blood work)
- ✚ birth control options
- ✚ chronic disease management (diabetes, hypertension, C.O.P.D and lung disease)
- ✚ Immunizations, childhood vaccines
- ✚ specialist referral

**Naloxone Kits Are available!** For those interested, we have practice kits & can review training. Please contact the Health Department in the Musqueam Band Office or the Musqueam Primary Care Clinic in the Elders Centre at: 604-266-0043.

**Wellness Counseling & family group healing available to  
Musqueam Band Members.**









For more information, & appointments call:  
Mahara Allbrett at: 604-312-2258. *Sessions held at Lu'Ma Medical Clinic*

## Youth Centre

Abigail Speck at the Youth Centre. 604-269-3465 Email: [youthcentre@musqueam.bc.ca](mailto:youthcentre@musqueam.bc.ca)

# Musqueam Health Department Newsletter

April 6, 2018

Monday April 9th	Tuesday April 10th	Wednesday April 11th	Thursday April 12th	Friday April 13th
<b>Board Games</b> 	<b>Journaling &amp;</b>  	<b>Arts &amp; Crafts</b>  <b>MYP</b> 	<b>D&amp;A</b>  <b>GOV Meeting</b> 	<b>Movie Night</b> 

The Youth Centre will be open from 9:00 am -9:00 pm Monday -Friday

*Opened during professional days @9:00 am*

**Children under 7 years old will be sent home; unless accompanied by a parent or guardian, who is at least 15 years or older**





# SALISH SEAS

Musqueam. Tla'amin. Tsleil-Waututh.

## For Sale: "Say Goodbye" Vessel VRN 28897

Description: The Say Goodbye is an 8.17 m (26.8 ft) salmon gillnet fishing vessel. The hull is fiberglass-covered wood. The vessel was built in 1987 and was fished commercially approximately 10 years ago. It runs on a 330 hp gas engine, last run in August 2016. The boat has been in drydock since 2016.

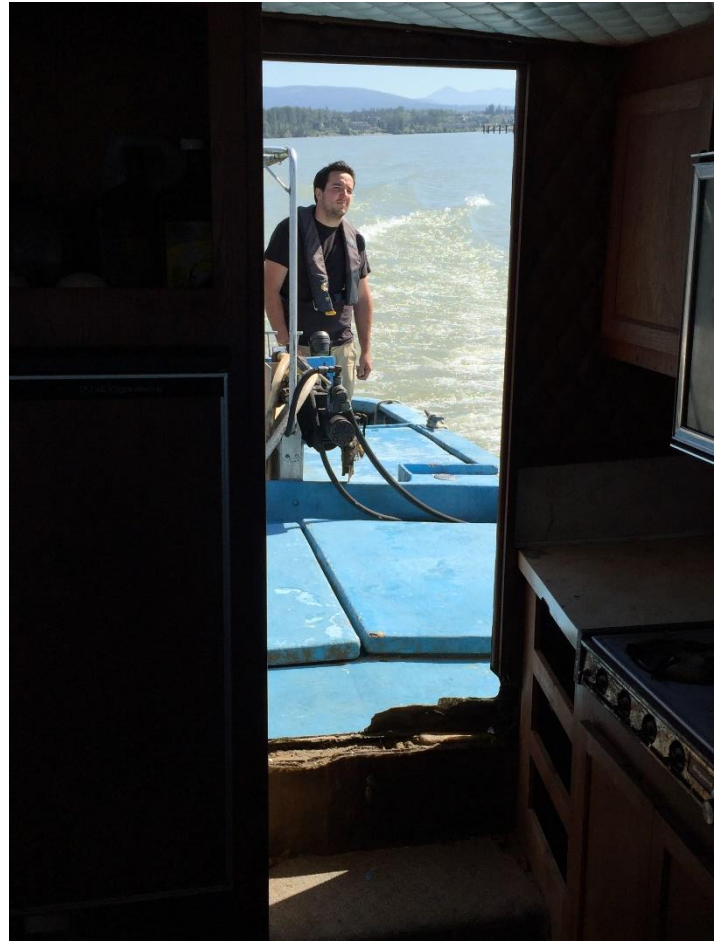
This vessel will require maintenance prior to being seaworthy.





For more information or to submit an expression of interest, please contact:

Tess Baker | t: 778-984-2425 | [salishseasgp@gmail.com](mailto:salishseasgp@gmail.com)





## **CALL FOR INDIGENOUS CULTURAL GROUPS**

SKOOKUM is a festival that celebrates and inspires the spirit of creativity - fusing cultures, communities, and creativity into a celebration of music, art, and food. Get ready for a celebration of music, creativity and culinary excellence set in the heart of Vancouver's iconic Stanley Park. This is an experience for our city and region to come together and discover the collective creative spirit that excites and unites.

The festival will feature multiple stages for contemporary music, live and multimedia art installations, roaming and surprise pop-up performances, a sophisticated food and beverage program, and more.

Contemporary Indigenous artists will be showcased alongside regional, national and international groups, creating an authentic tapestry of our Country and Province.

For more information please visit [www.skookumfestival.com](http://www.skookumfestival.com)

### **Overview**

Music has long been known as a universal language, breaking down cultural barriers and uniting people through the power of song. The world of indigenous music and dance is as rich and varied as the culture that created it.

SKOOKUM is looking to showcase the work of young and up-and-coming artists who combine their traditional heritage with contemporary forms of expression, fusing them together to create performances that feel textured and raw.

The festival will take place September 7-9th, 2018.

### **Eligibility**

This opportunity is open to music and dance groups from within the Musqueam, Squamish, and Tsleil-Waututh Nations who have experience creating, producing and performing at live events.

### **Availability**

Applicants will need to identify their availabilities throughout the 3 days of the festival, but will be subject to the programming opportunities and performance times that the festival can provide. Hours of operations are as follows:

- Friday, September 7th 4-11pm
- Saturday, September 8th Noon-11pm
- Sunday, September 9th Noon-11pm

### **Compensation**

Successful applicants will receive an honorarium and a performance opportunity at the festival, either on stage or as part of the roaming/pop-up program. In addition, groups will receive festival passes allowing them to experience the full festival on the day they are schedule to perform.

### **Important Dates**

- Call out distributed: March 22nd, 2018
- Application deadline: May 1st, 2018
- Application review & invitations sent: May 1st - 15th, 2018
- Acceptance notification deadline: May 15th, 2018
- **FESTIVAL Dates: September 7th - 9th**

### **Application**

Please submit the following information with your application:

1. Name of Group
2. Contact Name
3. Contact Phone Number
4. Contact Email Address
5. Description of Group *(please send audio and/or video examples w/ description if available)*
6. Indigenous Nation Affiliation
7. Availability
8. Letter of Intent *(please tell us in your own words why you believe you'd be a good fit for the festival)*

#### Submit to:

Marlee Eheler - Production Assistant

Email: [meheler@brandlivegroup.com](mailto:meheler@brandlivegroup.com)

**BRANDLIVE**

201-120 West 3<sup>rd</sup>

Vancouver, BC

V5Y 1E9

**APPLICATION DEADLINE: May 1st, 2018**



## CALL FOR APPLICANTS - INDIGENOUS INTERNSHIP PROGRAM

Launching September 2018, SKOOKUM is a festival that celebrates and inspires the spirit of creativity - fusing cultures, communities, and creativity into a celebration of music, art, and food. This is an experience for our city to come together and discover the collective creative spirit that excites and unites.

The festival will feature multiple stages for contemporary music, live and multimedia art installations, roaming and surprise pop-up performances, a sophisticated food and beverage program and more.

### Background

The SKOOKUM festival Internship Program will provide 3 interns the opportunity to work in the BRANDLIVE office working on various aspects of the planning and delivery of the summer event portfolio at BRANDLIVE leading up to and including the SKOOKUM Festival.

For more information visit [www.skookumfestival.com](http://www.skookumfestival.com)

### Who Should Apply

Highly organized, creative individuals who have a passion for putting on events. People who pay attention to details but can also see the big picture. He/she wants to understand the intricate processes involved in major event planning and are motivated to help execute a successful event.

Positions could include support in a number of different areas:

1. Production or Operations
2. Marketing/Social Media or Sponsorship Co-ordination
3. Vendor or Food Concessions Co-ordination

### Suggested Prerequisites

- Efficient in Google Drive (Google Slides, Sheets + Forms)
- Food Safe Certificate
- First Aid Course
- On-Site Safety Training
- Event Production Experience

***\*The opportunity to apply for the SKOOKUM Internship Program will be extended to all members 19+ of the Musqueam, Squamish and Tsleil-Waututh Nations.***

## **Recruitment Process**

The selection process will include an evaluation of the applicant's skills, personality and career goals. All applicants must be at least 19 years of age, and the Festival is committed to ensuring that one applicant from each Nation receives a position in the program.

## **Important Dates**

- Application Submissions: February 5th – April 9th
- Application Review: April 9th - April 16th
- Interview Process: April 3rd - May 14th
- Acceptance Notification Deadline: May 25th
- Internship Program: June 25th – September 14th

## **Job Specifics**

- 12 Week Internship
- Contract Salary: \$8,640
- Hours will include a mix of office hours (approx 9-5pm) and onsite hours (TBC)
- Applicants must have access to their own laptop + cell phones for work purposes
- Interns will be responsible for getting to and from all shifts themselves, promptly and on time

## **How To Apply**

Please submit the following as part of your application package:

Personal Statement: Please write a cover letter stating:

1. Why you are interested in an Internship with the SKOOKUM Festival and why you think you are the best candidate for this internship.
2. How an internship at SKOOKUM would relate to your academic and/or career goals.
3. A brief description of what you have to offer - special skills, interests, education or training.

Resume: Attach a resume outlining your relevant training, employment history and other relevant experience.

Submit to:

Renita Manj - Event Operations Manager

Email: [rmanj@brandlivegroup.com](mailto:rmanj@brandlivegroup.com)

**BRANDLIVE**

308-611 Alexander Street,  
Vancouver BC  
V6A 1E1

**APPLICATION DEADLINE: April 9th, 2018**



# Vancouver Island University

## NATURAL RESOURCES EXTENSION PROGRAM

900 Fifth Street  
Nanaimo B.C.  
250-740-6492

[nrep@viu.ca](mailto:nrep@viu.ca)



## ENVIRONMENTAL TECHNICIAN CERTIFICATE PROGRAM

**APRIL 23- MAY 25, 2018**

**\$5000.00**

**North Vancouver BC**

The ETCP is a five-week environmental technician certification program offered by the Natural Resources Extension Program (NREP). The program focuses on practical skills training, and addresses the need for certified, skilled environmental field technicians.

The ETCP will train practitioners in in-demand environmental monitoring skills and abilities required to assist: biologists, environmental technicians, engineers, hydrologists, and site restoration and environmental monitoring professionals.

The program covers: Essential Environment Skills, Land Monitoring, Water Monitoring, Construction Site Monitoring, and Fish & Fish Habitat Monitoring

**Register Now**



## Course Includes

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## Essential Field Skills

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## Water Week

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## Land Week

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## Construction Skills Week

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## Fish & Fish Habitat Week – with Electrofishing



# OSKAYAK TIMES NEWSLETTER

April 2018

## POWWOW CLASS

This high energy free dance class is lead by Shyama Pryia and is open to all Indigenous children, youth and their caregivers. All ages and abilities are welcome.

Please wear loose clothing, running shoes or moccasins and bring a water bottle. Come ready to sweat.

Classes are every other Tuesday (well almost!) and run from 3:30pm-4:45pm.

No Class April 3rd

Classes April 17th, May 1st & May 29th

The dance class is held at General Curry Elementary School GYM, located at 8220 General Currie Rd, Richmond, BC V6Y 1M1.

If you would like more information please contact Jelica Shaw

Phone: 604-218-5592

Email: [jelica.shaw@ccssociety.ca](mailto:jelica.shaw@ccssociety.ca)

## FAMILY LUNCH

Pathways Aboriginal Centers clients are invited to join staff on the last Saturday of each month from 11:00am-2:00pm for a Family Lunch.

Lunch is served at 12:00 pm

April 28th

May 26th

June 30th

If you would like more information please contact Jelica Shaw

Phone: 604-218-5592

Email: [jelica.shaw@ccssociety.ca](mailto:jelica.shaw@ccssociety.ca)

## RAVENS

The Ravens Homework Club is a program that supports Aboriginal children ages 6-12 with tutoring and mentorship activities. We work with students after school and provide them with a chance to have fun, help with homework and an opportunity to develop positive relationships. The 2018 Ravens Program is full, give us a call to get on the list for next year!

Phone: 604-218-5592

Email: [jelica.shaw@ccssociety.ca](mailto:jelica.shaw@ccssociety.ca)

## ROOTS TO GROW

The Roots to Grow Program supports Aboriginal Children and Youth between the ages of 1-19 who are in Government Care or at risk of entering Government Care. The program aims to support and wrap community services around each

youth depending on the unique needs of each child/youth.

The program is by referral only. To self refer or to refer a friend or client please contact Jelica Shaw

Phone: 604-218-5592

Email: [jelica.shaw@ccssociety.ca](mailto:jelica.shaw@ccssociety.ca)

## FAMILY ARTS

The Family Arts Program is held on Saturday's at the Pathways Aboriginal Centre from 11:00am – 2:00pm . The program provides lunch, bus tickets and all ages activities for the Aboriginal Community in Richmond. Children and Youth of all ages must attend with an adult

April 7th Vision Boards

April 14th Painting: Tree Style

April 21 Share a recipe: Family Cook Off

April 28 Family Lunch

For more information on the program please contact Keisha Brown

Phone: 604-271-7600

Email: keisha.brown@ccssociety.ca

Pathways Aboriginal Centre  
100-7900 Alderbridge Way  
Richmond, BC  
V6X 2A5



## Bannock Bake Off



### Bannock Bake Off

JOIN US FOR OUR FIRST ANNUAL BANNOCK BAKE OFF!

COME OUT AND COOK YOUR BEST BANNOCK RECIPE AT

**THE 2018 NATIONAL INDIGENOUS PEOPLES DAY (formerly called National Aboriginal Day) JUNE 23 1pm-3pm AT THE GULF OF GEORGIA CANNERY.**

**FIRST PRIZE: \$200**

**SECOND PRIZE: \$100**

**THIRD PRIZE: \$50**

**TO REGISTER FOR THE BAKE OFF, CONTACT JELICA SHAW**

**TEL: 604-218-5592**

**EMAIL: jelica.shaw@ccssociety.ca**

## COMMUNITY SUPPORTS

- *Aboriginal Wellness Program 604- 675-2551*
- *Native Court Workers 604-662-4563*
- *Ministry of Children, Youth and Families 604-660-1044*
- *Kids Help Phone 1-800-668-6868*
- *Chimo Crisis Line 604-270-9220*
- *Richmond Addictions Services 604-270-9220*
- *Vancouver Aboriginal Child and Family Services 604-872-6723*