



k^wik^wə^łəm
Kwikwetlem First Nation

Position: Director, Community Services
Location: 2-65 Colony Farm Road, Coquitlam, BC
Reporting to: Chief Administrative Officer

About k^wik^wə^łəm (Kwikwetlem) First Nation

k^wik^wə^łəm First Nation are a distinct BC First Nation whose traditional territory centres on the Coquitlam Lake Watershed and the surrounding areas. k^wik^wə^łəm draw our name “Red Fish Up the River” from a run of sockeye salmon that once flourished in the Coquitlam River and Coquitlam Lake prior to the construction of the Coquitlam Dam. Our name reflects the strong connection our people have always had to our lands, and the river and lake at the heart of our traditional territory. The traditional language of the k^wik^wə^łəm people is həⁿqə^mi^hə^m, previously Downriver Halkomelem. Our people descended from Elders who were renowned as spirit and winter dancers, skilled canoe builders and master sturgeon and salmon fishers. The Nation is committed to building a strong, self-governing Nation which honours our rich culture, language and history and is based on ancient Coast Salish laws and protocols. Today, as in the past, we are guided by our teachings of our ancestors to be stewards and guardians of our lands and water for past, present and future generations.

Job Summary

The Director of Community Services oversees the overall management of multiple community-centric programs and services and provides leadership to department staff including overseeing the development, implementation and evaluation of social development programs, services and activities that contribute to the overall well-being of the Kwikwetlem First Nation membership including children, youth and Elders. The Director of Community Services is also responsible for establishing and maintaining collaborative and effective partnerships and working relationships with federal and provincial governments, members, KFN government departments and other stakeholders.

Job Responsibilities

- Leads the day-to-day development and delivery of appropriate, community-centric programs and services for children, youth, Elders, and families.
- Able to write program funding grants and proposals.
- Must oversee the program’s budget and policies regarding participant involvement, program requirements and its benefits.
- Developing and implementing an annual work plan in collaboration with staff and the Senior Administration.
- Developing and managing the annual departmental budget.
- Ensuring that programs and services adhere to KFN’s financial and administrative policies and legislative and funding agreement requirements.
- Establishing protocol agreements with various local health authorities, school districts, municipal/provincial/federal government agencies and other Indigenous agencies with delegated authority that have children in care and other ancillary service providers, to define the parties’ roles, relationships, and responsibilities, common interests, and levels of authority in providing child and family services.
- Educating membership on Community Services available; sourcing additional supports based on the needs of community members; enhancing the Nation’s profile with the provincial and federal governments, and other local and regional communities, agencies and stakeholders.

- Analyzing reports, strategies, proposals, and recommendations and preparing appropriate responses on behalf of KFN.
- Primary contact for government and overseeing department relationships including contractors, consultants, and advisors.
- Providing day-to-day direction, supervision and coaching to direct reports.
- Undertaking staffing activities including recruitment, performance management, training and development and succession planning.
- Supporting the Chief Administration Officer including the preparation of related briefing notes on current or potential issues, concerns, developments, legislative changes, etc.

Education, Skills, and Experience

- Bachelor's degree in Business Administration, Social Services or a related discipline, or an equivalent level of education and experience.
- 5 years' progressive experience in a leadership position and program and service delivery
- Previous experience working in a First Nations environment is preferred.
- Previous experience working with all levels of government in a similar capacity.

Job Competencies

- Excellent Communicator.
- Accountable, Transparent and works with Integrity.
- Team Player.
- Strong leadership skills including team building, coaching and performance management.
- Strong financial management skills.
- Strong interpersonal skills including written and verbal communication and solution-oriented problem solving.
- Demonstrated business writing skills including policies, proposals, reports and briefing notes.
- Intermediate computer literacy with Microsoft Office applications.
- Proficiency with large and small group presentation and facilitation

Other requirements

- Valid drivers' license, personal vehicle, and the ability to travel from time to time.
- Overtime, weekend, and evening work as may be required from time to time.
- Satisfactory criminal record check

About the Rewards

In exchange for your hard work and dedication, you will be rewarded with a competitive salary based on your experience. After successfully completing the first three months of employment, you will be eligible for a comprehensive employee benefits package that includes:

- Extended Health, Dental, Vision benefits, Short-Term, Long-Term and Life Insurance
- Family and Employee Assistance Program
- Registered Pension plan with an employer match

This is a great opportunity to contribute at an exciting time of growth and change within the Kwikwetlem Nation, and to be a part of a team that creates a place that supports growth and promotes the values of the Kwikwetlem people. If this opportunity matches your values, education, and experience, please send a cover letter indicating your salary expectations and resume to hr@kwikwetlem.com

We thank all applicants for their interest, however only short-listed candidates will be contacted.