



CELÁSET Program Community Coordinator

JOB POSTING

The CELÁSET Program (a SENĆOŦEN word which translates to Moving Forward) is a community-based program in partnership with WSÁNEĆ Nations and Indigenous Education & Community Connections at Camosun College. CELÁSET offers Adult Basic Education upgrading, the Building Employment Success for Tomorrow (BEST) program, various industry certificates and meaningful work experience.

This year, the WSÁNEĆ partners are Tsawout, Tsartlip, Tseycum and the Saanich Adult Education Centre.

Roles/Responsibilities:

- Work with the WSÁNEĆ partners on the recruitment of potential participants
- Work with the Social Development worker and the Employment/Education worker to ensure access to Social Assistance is not impacted by participation
- Identify WSÁNEĆ Elders to support the program to ensure cultural components are met
- Work closely with the Life Skills Coach to ensure participants receive appropriate supports and are connected to community resources as required
- Organize program-related functions, special events, and ceremonies
- Work with CELÁSET College Coordinator to ensure reporting and required documentation is in place
- Assist participants with IT needs and troubleshoot virtual learning platforms

Skills:

- Excellent oral and written communication and comprehension skills
- Demonstrated organizational and time management skills
- Ability to maintain positive working relationships with students, staff, community partners, Elders and Indigenous communities
- Model positive cultural influence, knowledge, and ways of being
- Maintain the highest level of confidentiality
- Ability to follow established safety standards and requirements, especially related to COVID-19
- Ability to work with Microsoft Office and Excel programs and virtual platforms (i.e. Zoom, Skype)

Qualifications:

- Knowledge of WSÁNEĆ culture, language and experience working with WSÁNEĆ partner communities
- 2 years of post-secondary in a related field (i.e. community support, education etc.)
- Current valid Driver's license and daily use of a private vehicle
- A clear and current criminal record check is a condition of employment
- Preference will be given to First Nations Ancestry

HOURS & TERMS OF EMPLOYMENT:	Duration: December 1, 2020 – June 16, 2021 Full-time: Monday to Friday, 40 hours per week Pay \$25 per hour
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To apply, please submit a cover letter and resume to
Lillian Underwood at employment@tsawout.ca by 4:00 pm on Fri., November 6, 2020.