



WSÁNEĆ
LEADERSHIP COUNCIL

WSÁNEĆ Women's Coordinator
Sharing medicine bundles – Job posting

Pay: \$25 per hour, 21 hours per week. \$27,300 per year.

Length of contract: 12 months, Position to start as soon as possible.

Supervisor: Shauna Johnson, WSÁNEĆ Leadership Council

Partner: Sarah Wright Cardinal and Tracy Underwood, University of Victoria

Location: WSÁNEĆ Leadership Council office, hybrid (Presence in office required as well as working remote from home).

WLC will provide in-office equipment and a portable laptop. When working from home, Candidates should have stable access to an internet connection and be prepared to provide their own at home office equipment i.e. desk, chair, screen.

Background

The Sharing medicine bundles project is a partnership between the WSÁNEĆ Leadership and the University of Victoria, that focuses on women's wellness by hosting regular gatherings in WSÁNEĆ. The project will gather stories on community wellness from WSÁNEĆ women participants who choose to share, while also participating in wellness/cultural activities.

The role of the women's coordinator will be to organize several women gatherings. The first event will take place over two days in March 2024, and will launch a series of regular ongoing gatherings for women over the course of 2024 (the goal is to host two other retreats, as well as monthly women's gathering in WSÁNEĆ).

POSITION

Responsibilities include:

- Coordinate and arrange meetings and events that focus on WSÁNEĆ women's wellness and culture. This includes the preparation of any materials and supplies needed for events.
- Collaborate with Shauna and Tracy Underwood on event coordination and co-facilitation of events.
- Create communications materials such as invitations, handouts and social media postings.

- Meet with elders, knowledge keepers to seek their guidance on cultural protocols for events.
- Conduct outreach to encourage women to participate in events and share their knowledge or skills. This may include home visits/in person meetings, phone calls or zoom meetings
- Participate in regular check in meetings with Shauna, Tracy and Sarah to provide updates.
- Facilitate and promote an environment for women that focuses on cultural safety, trauma informed approaches, and healing. These gatherings will emphasize relationship building, trust, transparency and sharing of women's wisdom, knowledge and teachings.

Skills and knowledge:

- Experience engaging with elders and indigenous people.
- Knowledge of Indigenous history, worldview, perspectives, beliefs/values, culture and traditions and spirituality is an asset.
- Experience in coordinating on the land/sea based events an asset.
- Facilitation skills, or the willingness to learn facilitation skills and techniques through mentorship, training and on the job learning.
- Good communication skills, both written and oral. This role will include public speaking and perhaps collaboration on preparing presentations, written and oral reports.
- Able to use an apple laptop along with Microsoft Word, Outlook
- Ability to write simple communication materials and support the writing of year end reports for grant funders.
- Able to work independently to prioritize tasks.
- Able to act with tact and diplomacy, maintain effective working relationships including receiving direction from supervisor, and contribute as a team member.
- Adaptable to a changing environment, communicating issues as they arise, and good problem solving skills.
- Possess valid driver's license and have access to a reliable motor vehicle.

TO APPLY:

Please submit a cover letter along with your resume to Shauna.johnson@wsanec.com by 4pm PST on Friday, February 9, 2024. Please put in subject line women's coordinator position. No late submissions will be accepted as we have a tight timeline for this position to start immediately and organize the first event which be held in early March 2024.

WLC thanks all applicants for their interest, however, only those selected for an interview will be contacted.

