



TSOW-TUN LE LUM SOCIETY

HELPING HOUSE

PO Box 308 Stn Main
2850 Miller Rd, Duncan BC V9L 3X5
Phone: **(250) 390-3123** Fax: **(250) 390-3119**
www.tsowtunlelum.org

Tsow-Tun Le Lum "Helping House" is an Indigenous residential healing centre offering cultural programs with the mandate to administer healing from the intergenerational effects of trauma, substance misuse, and mental health. We invite those who are passionate about making a difference in the lives of others, and have the requested qualifications, to apply for the following full-time position:

OPERATIONS COORDINATOR

Closing Date: December 4, 2023

Position Summary:

Under the direction of the Executive Director and Management Team, this position coordinates the following:

- Set-up, distribution, maintenance and tracking of digital equipment (computers, laptops, cell phones, printers, etc.)
- Serve as the first point of contact for IT troubleshooting and for escalation to IT contracted technology service providers.
- Human Resource activities and services.
- Implements and coordinates the accreditation process at Tsow-Tun Le Lum in accordance with established standards, policies, and procedures.

Qualifications and Requirements:

- Previous experience providing IT support.
- Coursework or previous work experience in Human Resources.
- Have knowledge of Accreditation practices and procedures.
- Strong interpersonal skills and ability to communicate well; team-oriented.
- High level organizational skills; strong ability to maintain confidential digital, paper files and records.
- Excellent computer literacy with advanced Microsoft Office skills; Sharevision an asset.
- Ability to adjust and prioritize multiple tasks and deadlines.
- Post-secondary education in Business Administration (HR) or Computer Information Technology; equivalent work experience will be considered.
- Have an intimate familiarity with Indigenous culture, tradition, and ceremony.

Additional Requirements:

- Current Criminal Record Check (less than 6 months).
- Valid First Aid certificate or willing to attend First Aid training.
- Due to the nature of our work at Tsow-Tun Le Lum; and in alignment with Board Policy: applicants must be abstinent from drugs and alcohol for a minimum of 2 years, and be willing to serve as a role model by maintaining an abstinent lifestyle while working at Tsow-Tun Le Lum.

In meeting the objectives and philosophies of the Society, preference will be given to qualified individuals of Indigenous Ancestry in accordance with Section 42 of the BC Human Rights Code.

Please address a Cover Letter and Resume to:

Att: Hiring Committee
Tsow-Tun Le Lum Society
PO Box 308 Station Main
Duncan, BC V9L 3X5

OR

e-mail to OC@tsowtunlelum.org

Please include with your Cover Letter:

*The length of time you have been abstinent from alcohol and drugs; including marijuana and all cannabis products. *Your Indigenous ancestry.