



Cowichan Tribes

5760 Allenby Road Duncan, BC V9L 5J1
Telephone (250) 748-3196 Fax: (250) 748-1233

Interim Employment Opportunity COMMUNITY PLANNING TEAM MEMBER

Reference No. LSG-REFCO-CPTM-0112

Cowichan Tribes is developing a Comprehensive Community Plan (CCP) currently in the preplanning stage of CPP. This position involves organization of the following community based consultation, but not limited to preplanning of: community engagement, research, communications with other departments who are involved in the process, organization and planning with team members. The successful candidate will work with consultants who will provide mentorship to the process. This is a short-term employment opportunity from February 20 to on or about March 30, 2012.

RESPONSIBILITIES:

- Work with a consultant, staff members and the planning team
- Help with the coordination of general community meetings and youth meetings for the purpose of community visioning
- Documenting community meetings
- Community engagement (newsletters, website, facebook, etc.)
- Gather background information and existing documents that will contribute to the plan
- Team members will be mentored by the consultant and staff
- Performs other miscellaneous duties as required

QUALIFICATIONS:

- High School Graduation or equivalent
- Demonstrated computer competence with Microsoft Office suite programs including but not limited to excel
- Demonstrated ability to conduct effective research
- Demonstrated excellent communications skills
- Demonstrated good public speaking and relations
- Ability to work in a team environment
- Valid BC Drivers License and operational vehicle an asset, but not required

**Please quote Reference NO. LSG-REFCO-CPTM-0112 when submitting
cover letter, resume and two references to:**

Human Resources Manager, Cowichan Tribes
5760 Allenby Rd, Duncan, BC V9L 5J1

EMAIL: resume@cowichantribes.com

Deadline: 4:00 p.m. Tuesday, February 7, 2012