



# *Ki-Low-Na Friendship Society*

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442 Leon Avenue | Kelowna, BC V1Y 6J3  
Tel: (250) 763-4905 Fax: (250) 861-5514  
www.kfs.bc.ca

**Job Posting:** Youth Assistant  
**Hours:** Part-Time  
**Wage:** \$15 / hour  
**Posted:** March 19, 2021  
**Closing:** Open until filled – immediate hire

## **Nature of Position:**

The Youth Assistant position is a part-time employment opportunity totaling to 25 hours per week from April 1<sup>st</sup> 2021 to April 1<sup>st</sup> 2022. After April 1<sup>st</sup> 2022, hours may be reduced depending on funding availability. The Youth Assistant will assist the Youth Coordinator in planning and implementing all aspects of the Youth Wellness Program: ki-low-na cecemala (Kelowna Youth). This program will focus on Urban Indigenous Youth between 12 and 24 years of age, and will foster and promote youth wellness through mentorships, connections with Elders, connections with culture, and getting on the land. This position will also provide support services for the Upstream Kelowna project to prevent youth homelessness.

## **Duties:**

- Assist in planning and implementing wellness programs such as rec & culture, housing & homelessness prevention, and employment support.
- Help with social media promotion.
- Support youth by providing rides to appointments that promote wellness and homelessness prevention such as counselling, doctors, dentists, food bank, housing interviews, etc.
- Assist youth when filling out housing applications, applying for identification, applying for jobs, etc.
- Help youth build life skills such as communication, relationship building, resiliency, self-esteem, and self-management in a culturally sensitive manner.
- Report progress back to Youth Coordinator.

## **Qualifications:**

- Human Service Worker, Bachelor in Child and Youth Care, or equivalent education and/or experience
- Experience working in Indigenous communities and/or organizations
- Knowledge of issues and challenges facing Urban Indigenous youth.
- Demonstrated knowledge of Indigenous culture and tradition.
- 1-3 year of experience working with children and youth.
- Strong organization skills.

- Excellent written and oral communication skills.
- Working knowledge of computer software such as MS Word, Excel, Outlook
- Strong internet and social media literacy.
- Ability to work independently and collaboratively.

**Requirements:**

- Preference will be given to applicants of Indigenous ancestry.
- Valid driver's license and acceptable driver's record; valid Class 4 driver's license is an asset.
- Must consent to a criminal record check.
- Willingness and ability to work flexible hours, including evenings and weekends, and occasional overnights.
- Some travel may be required.

**Send Resumé (cover letter required) to:**

**Mail:** Ki-Low-Na Friendship Society  
Att'n: Youth Coordinator RE: *Youth Assistant Position*  
442 Leon Ave  
Kelowna, BC V1Y 6J3

**Email:** [youthcoordinator@kfs.bc.ca](mailto:youthcoordinator@kfs.bc.ca) cc: [executivedirector@kfs.bc.ca](mailto:executivedirector@kfs.bc.ca)

**Fax:** (250) 861-5514

*We thank all applicants for their interest; however, only individuals selected for interviews will be contacted.*