



# LOWER KOOTENAY BAND

830 Simon Road, Creston, BC V0B 1G2 Ph: 250.428.4428 Fax: 250.428.7686

<b>Job Title:</b>	Health Program Facilitator	
<b>Location:</b>	<b>Type of Position:</b> <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal _____ <input checked="" type="checkbox"/> Year Round <input type="checkbox"/> Contractor	<b>Hours:</b> <b>35 Hours / Week</b>  8:30am – 3:30pm

<b>Job Description:</b>
<p>The Health Program Facilitator is responsible for organizing and supporting community health programs, meetings, and events. This includes coordinating event logistics, managing travel and accommodations, purchasing supplies, supporting budgets, and assisting with committee coordination.</p> <p>This position helps ensure health initiatives run smoothly and that community members, Elders, youth, and partners feel supported and welcomed during gatherings and health-related programming.</p>
<b>Responsibilities and Duties:</b>
<b>Program and Event Coordination</b> <ul style="list-style-type: none"><li>• Assist with planning and coordinating community health programs, workshops, and events.</li><li>• Coordinate event logistics including venues, scheduling, catering, materials, and supplies.</li><li>• Assist with setup, facilitation, and wrap-up of community health events.</li><li>• Ensure events run smoothly by managing timelines, materials, and logistical needs.</li></ul>
<b>Travel and Accommodation Coordination</b> <ul style="list-style-type: none"><li>• Arrange hotel accommodations and travel logistics for facilitators, guests, or participants attending health events.</li><li>• Coordinate transportation scheduling when required.</li></ul>
<b>Administrative and Financial Support</b>



- Assist with preparing and monitoring program and event budgets.
- Process purchase requests and coordinate procurement of supplies and materials.
- Prepare honorarium requests for Elders, facilitators, and guest speakers.
- Maintain records of program expenses and assist with reporting as required.

## **Committee and Meeting Support**

- Provide coordination and administrative support for health-related committees and groups, including:
  - Elders Committee
  - Elders and Youth initiatives
  - Health planning groups
- Schedule meetings and coordinate meeting logistics.
- Prepare meeting agendas and record meeting minutes.
- Track follow-up actions and assist with implementation of committee initiatives.

## **Community Engagement**

- Support initiatives that promote health, wellness, and cultural connection in the community.
- Assist with outreach and communication related to upcoming health programs and events.
- Build positive relationships with Elders, youth, families, and community members.

## **General Administrative Support**

- Assist the Health Director and Nurse Manager with administrative and coordination tasks as required.
- Maintain organized records related to programs, events, and committee activities.
- Ensure confidentiality and proper handling of sensitive information.

## **Qualifications / Requirements:**

- Experience coordinating events, programs, or community initiatives.
- Strong organizational and administrative skills.
- Experience supporting meetings, committees, or community groups.



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- Ability to coordinate logistics and manage multiple tasks simultaneously.
- Experience managing budgets, purchasing, or financial documentation is an asset.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with staff, community members, and external partners.
- Cultural awareness and respect for Indigenous communities, traditions, and values.
- Valid driver's license

<b>Created and Approved By:</b> Matty Fedorowich	<b>Title:</b> Human Resource Administrator
<b>Date:</b>	