

Program Coordinator Indigenous Children, Youth, and Family Program

Classification: CBA Grid 12

Status: Full-Time, Bargaining Unit Position

Wage: \$27.00–\$33.00 per hour

Location: 110-7580 River Road, Richmond, BC V6X 1X6

About Connections Community Services Society (CCSS)

Connections Community Services Society (CCSS) is a community-based non-profit organization dedicated to strengthening individuals, families, and communities through inclusive, responsive, and culturally respectful services.

We are seeking a passionate and community-minded Program Coordinator to support the delivery of our Indigenous Children, Youth, and Family Program. This position plays an important role in creating meaningful opportunities for Indigenous children, youth, and families to connect, learn, grow, and thrive through culturally grounded programming.

Position Summary

The Program Coordinator is responsible for planning, coordinating, implementing, and evaluating community-based cultural, recreational, educational, social, and wellness programs for Indigenous children, youth, and families.

Working collaboratively with participants, families, Elders, Knowledge Keepers, schools, community partners, and service providers, the Program Coordinator helps create a safe, inclusive, and culturally responsive environment that promotes well-being, community connection, cultural identity, and personal development.

Programs may be delivered at CCSS facilities, schools, community centers, partner agencies, and other approved community locations.

Key Responsibilities

Program Planning and Delivery

- Plan, organize, implement, and evaluate cultural, recreational, educational, social, and wellness activities, workshops, camps, and special events.
- Create and maintain a safe, welcoming, inclusive, and culturally respectful environment for participants.



- Oversee day-to-day program operations, ensuring facilities, equipment, supplies, and resources are available and maintained.
- Ensure programs are delivered in accordance with organizational policies, funding requirements, and applicable program standards.

Participant and Family Support

- Build positive relationships with Indigenous children, youth, and families.
- Identify participant strengths, needs, concerns, and potential risks and provide support within established program guidelines.
- Facilitate skill-building activities that promote wellness, cultural identity, community connection, and personal growth.
- Assist participants and families in accessing community resources and referral services as appropriate.

Community Engagement and Partnerships

- Conduct outreach and promote programs within the community.
- Develop and maintain collaborative relationships with schools, Indigenous organizations, community partners, service providers, Elders, and Knowledge Keepers.
- Represent CCSS at community meetings, events, and networking opportunities.

Volunteer Coordination and Administration

- Recruit, orient, train, support, and recognize volunteers and practicum students.
- Maintain accurate participant records, program statistics, outcome measures, and reports.
- Monitor program expenditures and assist with budget preparation and tracking.
- Participate in program development, evaluation, and continuous quality improvement activities.
- Support reporting and accountability requirements for funders and community partners.

Qualifications

Education and Knowledge

- Diploma in Human Services, Social Services, Community Services, Indigenous Studies, Child and Youth Care, Recreation, Education, or a related field.
- Knowledge of culturally safe, trauma-informed, and strengths-based practices.
- Knowledge of Indigenous cultures, traditions, community resources, and issues affecting Indigenous children, youth, and families.



Experience

- Minimum two (2) years of recent related local experience, or an equivalent combination of education, training, and experience.
- Experience working with Indigenous children, youth, families, and/or communities.
- Experience planning and facilitating community-based programs, workshops, events, or group activities.
- Demonstrated ability to engage participants in a culturally safe, inclusive, and respectful manner.

Requirements

- Valid First Aid and CPR Certification, or willingness to obtain.
- Successful Criminal Record Check, including Vulnerable Sector Check.
- Three professional references (minimum two employment-related references).
- Valid BC Driver's Licence and access to reliable transportation is considered an asset.

Schedule

- Monday to Friday: 9:00 a.m. – 4:30 p.m.
- Occasional evenings, weekends, and community events may be required.
- Local travel within Richmond and surrounding communities may be required.

Equity Statement

CCSS is committed to reconciliation, equity, and culturally grounded service delivery. We welcome applications from all backgrounds and lived experiences, with particular encouragement to Indigenous peoples, including First Nations, Métis, and Inuit individuals. In accordance with Section 42 of the BC Human Rights Code, preference will be given to applicants of Indigenous ancestry. Applicants are encouraged to self-identify in their application.

How to Apply

Please submit your resume and cover letter outlining how your education, experience, and skills align with this position to Daniel Suen: Daniel.suen@ccssociety.ca or Human Resource: hr@ccssociety.ca.

Please include "**Competition #2026– Indigenous Program Coordinator**" in the subject line of your email.

Applications without the competition number in the subject line may not be considered. No phone calls, please. Only applicants selected for an interview will be contacted.

