

# KATE ALEC

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Susan Tatoosh  
Executive Director  
Vancouver Aboriginal Friendship Centre Society  
1607 East Hastings Street  
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## **RE: Program Coordinator**

Dear Susan Tatoosh,

With enthusiasm, I submit this letter of application to join the team at the Vancouver Aboriginal Friendship Centre Society— an organization I admire for its commitment to serve Vancouver’s urban Indigenous population. After learning more about your organization’s mission, I am confident that my experience working for the Carrier Sekani Tribal Council and degree in Social Work will make me a great fit for the Program Coordinator position advertised on your website.

In my current position as a Student Ambassador in the Enrolment Services, University of British Columbia (UBC), I have enjoyed being a part of a team that is supporting the further participation and welcoming of Indigenous students to UBC. Throughout this past year, I have been able to organize and participate in a number of engagement activities with school counsellors, and provide presentations to prospective students from Indigenous communities in person and virtually via technology.

In my work with the Carrier Sekani Tribal Council, I have gained significant experience in community engagement and services. As the Wellness Program Assistant, I led the planning and execution of the community Wellness events. I also successfully recruited volunteers from the local Prince George area to assist in the promotion of the event, which led to a higher than anticipated participation rate and successful attainment of the goal of assisting Elders connect with holistic healthcare practitioners.

As a result of developing my research skills while completing a Bachelor of Social Work degree and also while working as a Student Ambassador, I have developed the discipline to manage multiple priorities for myself, as well as in a team environment. Working in my Tribal Council office has also enabled me to gain skills in project management, facilitation and community relations. I have also, over the past few years, become familiar with many software platforms and consider myself fluent in both Mac and PC work environments, as well as the Microsoft Office and virtual meeting applications such as Zoom.

I understand that the Friendship Centre provides a great many programs and opportunities for cultural support and celebration for Vancouver’s urban Indigenous population. I would greatly appreciate an opportunity to meet with you in person to discuss how I could contribute to serving the community that I now call home in the Program Coordinator role. Please feel free to contact me to schedule an interview by phone or email at your convenience.

Sincerely,

Kate