



Shuswap Nation Tribal Council Language and Culture Program Assistant Internal/External Posting

The Shuswap Nation Tribal Council, also known as the SNTC, was formed in 1980 as an effort of the Secwepemc Chiefs to advance the issues of aboriginal rights. We are looking for a Language and Culture Program Assistant to carry out administrative support to the Language, Culture, and Secwepemc Nation Building Initiative with day to day operations and initiatives in a friendly, courteous and helpful manner.

The Position:

The Shuswap Nation Tribal Council is looking for a dynamic individual for the position of Language and Culture Program Assistant. The Language and Culture Program Assistant will provide administrative support to the Language, Culture and support the Secwepemc Nation Building Initiative team when needed.

Relevant Knowledge and Abilities

- Provide administrative support to the Language, Culture and support the Secwepemc Nation Building Initiative team when needed;
- Input, recommendation, and support for coordination of activities and strategies to support the revitalization of the language and culture consistent with Secwepemc protocol, customs, and traditions;
- Assist with registration, accommodations, and other aspects of planning for conferences, workshops, and meetings related to and/or hosted by Secwepemc Nation Building Initiative;
- Support the Secwepemc Elders Council, Secwepemc Youth Council, SNTC and other FN organizations in relation to language revitalization;
- Track expenses for Language and Culture projects, process reimbursement & travel submissions as needed;
- Strong professional writing skills and verbal communication skills;
- Proficiency in Microsoft Suite office and knowledge of office management systems and procedures.

Requirements and Qualifications:

- Proven experience as an administrative assistant in an office setting;
- Completion of grade 12 or equivalent; post Secondary education in administrative field an asset;
- Some understanding of Social Media platforms such as Facebook, Instagram, and website design an asset;
- Experience in working for Secwepemc Nation agencies, communities, or supporting organizations, and/or knowledge of the Nation's history and its communities;
- Fluent speakers and/or Language Learners an asset;
- Understanding and knowledge of the Secwepemc culture, customs, traditions, protocols and challenges an asset;
- Ability to travel to assist with Seasonal Gathering Coordination, Nation and community initiatives as required;
- Must have a valid driver's license with reliable transportation.

In accordance with the SNTC Human Resource Policy, the first priority will be to hire qualified persons of Secwepemc ancestry. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

If you are interested in a career like this with a great organization, please submit your resume, cover letter, and references (saved as one Word document) referencing Language and Culture in the email subject line, by email to governanceadmnassist@shuswapnation.org by July 29, 2020.

The Shuswap Tribal Nation Council thanks all applicants for their interest, however only those selected for an interview will be contacted.