



Shuswap Nation Tribal Council Stsmémelt Administrative 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 Stsmémelt Administrative Assistant to carry out clerical, office and filing duties. The Administrative Assistant also provides event support/planning, meeting planning, meeting tasks and travel arrangements for the Stsmémelt Team. Stsmémelt (children) is a community driven nation-based approach to regain full jurisdiction of Secwépmc children.

The Position:

The Shuswap Nation Tribal Council is looking for a dynamic individual for the position of Stsmémelt Administrative Assistant. The Stsmémelt Administrative Assistant will provide support to the Stsmémelt Manager.

Relevant Knowledge and Abilities

- Provide administrative support to Stsmémelt Manager and Stsmémelt Team
- Prepare and edit correspondence, minute taking, communications, presentations, and other documents
- Liaise and communicate with communities, as assigned
- Assist with conducting community engagement, assemble, and prepare reports and documents
- Keep files up to date and organized
- Answer and manage incoming and outgoing correspondence
- Plan, organize and support functions, meetings, and special events
- Prepare Stsmémelt hosted meeting packages, minutes and distribute
- Update and maintain Stsmémelt chronology, brochures, contracts, and invoices
- Coordinate the Stsmémelt Managers schedule, meetings, travel arrangements and reservations.

Requirements and Qualifications:

- Recognized completion of an office administration program or equivalent obtained through relevant job experience.
- Demonstrated competency in secretarial and administrative tasks
- Proven ability to prioritize workflow within timeline.
- Detail oriented and efficient
- Strong computer literacy, including intermediate to expert skills in Microsoft Office: Word, Excel, Outlook, Power Point, Online meetings, and Access Database.
- Operation of basic office equipment.
- Excellent knowledge of standard office administrative practices and procedures.
- Self motivated, organized, and capable of working independently.
- Previous work experience in a First Nations environment is an asset.
- Possess a valid B.C driver's license and reliable vehicle.
- Willing to submit to a Criminal Records Check.

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 **Stsmémelt** in the email subject line, by email to **governanceadmnassist@shuswapnation.org** by November 27, 2020.

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