



**Shuswap Nation Tribal Council
Secwépemc Health Caucus Executive Assistant
Internal / External Posting**



The Shuswap Nation Tribal Council, also known as the SNTC, was formed in 1980 as an effort of the Secwépemc chiefs to advance the issues of aboriginal rights. As an organization, it works on matters of common concern, including the development of self-government and the settlement of the aboriginal land title question. The SNTC also provides technical support to member communities to improve services in health, child welfare, employment and training, research on traditional territories and community development.

The Position:

The Secwépemc Health Caucus Executive Assistant will serve 16 Secwépemc Communities including, Tk'emlups te Secwépemc, Whispering Pines/Clinton Indian Band, Skeetchestn Indian Band, Little Shuswap Indian Band, Adams Lake Indian Band, Simpcw First Nation, Splats'in, Canim Lake Indian Band, Williams Lake Indian Band, Soda Creek Indian Band, Dog Creek/Canoe Creek Indian Band, Esk'étemc First Nation, Neskonlith Indian Band, High Bar First Nation, Shuswap Band and Bonaparte Indian Band. The Executive Assistant will provide administrative support in the day-to-day operations of the Secwépemc Health Caucus. This is a full-time permanent position.

Relevant Knowledge and Abilities

- Knowledge of the legacy of colonization and the impacts on First Nations Health;
- Demonstrated competency in administrative tasks such as good organizational skills and record keeping;
- Strong technical competency of computer skills and knowledge of computer programs such as Microsoft Word, Power Point, Excel and Outlook and social media sites;
- Demonstrate ability to multi-task, set priorities effectively under tight deadlines and turnaround times and problem solve;
- Ability and willingness to participate in gatherings and or events as required;
- High level of integrity to handle confidential and/or sensitive information;
- Ability to work independently and as part of a team;
- Ability and willingness to participate in some ceremonies and traditional activities.

Requirements and Qualifications:

- Administrative Assistant Certificate, diploma/ acceptable combination of education, training and experience;
- Strong familiarity with Secwépemc culture and traditions;
- Minimum 3 years' office experience in an office environment, or an equivalent combination of education, training, and experience.
- Strong writing, minute-taking, editing and proofreading skills essential, including ability to present concepts proficiently.
- Ability to communicate effectively both orally and in writing, with a focus on drafting reports, policies, protocols, guidelines, budgets, newsletters, briefing notes, and other materials.
- Must be able to work flexible hours and travel as required;
- Possess a valid driver's license with a reliable vehicle.

In accordance with the SNTC Human Resource Policy, the first priority will be to hire qualified persons of Secwépemc 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 position like this with a great organization, please submit your resume, cover letter and references (saved as one Word document) referencing **SHCEA** in the email subject line, by email to shcadmin@secwepemchealth.ca by **February 11, 2022**. The Shuswap Tribal Nation Council thanks all applicants for their interest, however only those selected for an interview will be contacted.