



# Shuswap Nation Tribal Council

## Secwépemc Nation Building Initiative SNBI Administrative Assistant Internal/External



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. We are looking for an Administrative Assistant to carry out the initiatives of the Secwépemc Nation Building Initiative in a friendly, courteous and helpful manner.

### **The Position:**

The Shuswap Nation Tribal Council is looking for a dynamic individual for the position of Secwépemc Nation Building Initiative Administrative Assistant. The position will provide administrative assistance to the Governance Team and will be an integral part of the supporting the organization of day to day operations, major events, and initiatives. This position is a full-time permanent position.

### **Relevant Knowledge and Abilities**

- Provide administrative support to the Secwépemc Nation Building Initiative team
- Maintain budgets, track expenses, process reimbursement & travel submissions as needed
- Organize meetings, create agenda's, send outlook invites, take minutes, handle correspondence & any related communication as directed.
- Assisting with organization of the Secwépemc Nation Building Initiative team and events
- Prepare notices, posters & other advertising materials, assist with social media communications and handle website updating as required
- Ability to travel to assist with Seasonal Gathering Coordination and other community meetings as required
- Draft and edit SNBI materials for review such as newsletters, information booklets and other key materials distributed
- Interest in Secwépemc Nation Building Initiative vision and purpose.

### **Requirements and Qualifications:**

- Completion of grade 12 or equivalent; post-Secondary education in administrative field an asset
- Minimum 1 years' office experience in an office environment, or an equivalent combination of education, training, and experience.
- Experience working for Secwépemc Nation agencies, communities, or supporting organizations, and/or knowledge of the Nation's history.
- Knowledge of office management systems and procedures
- Working knowledge of office equipment (printers, copiers, teleconferencing, etc.)
- Proficiency in Microsoft Suite (especially excel)
- Strong organizational skills with knowledge of record keeping processes
- Some understanding of Social Media platforms such as Facebook, Instagram, and website design an asset
- Must have a valid driver's license and reliable transportation

**In accordance with the SNTC Human Resource Policy, the 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 SNBI Administrative Assistant in the email subject line, by email to [execassist@shuswapnation.org](mailto:execassist@shuswapnation.org) by September 20, 2022. The Shuswap Nation Tribal Council thanks all applicants for their interest, however only those selected for an interview will be contacted.