



SHUSWAP NATION TRIBAL COUNCIL

Administrative Assistant Position

Full-Time

The Shuswap Nation Tribal Council (SNTC) was established in 1980 as a collective effort of Secwépemc Chiefs to advocate for Aboriginal rights and advance Nation-building initiatives.

THE OPPORTUNITY

SNTC is looking for a dynamic and adaptable individual for the position of STNC Administrative Assistant to provide support with day-to-day administration, events, and initiatives.

Reporting to the Department Director, this role works to support departments in realization of the Secwépemc Nation vision and strategic plan.

KEY RESPONSIBILITIES

Administrative and Accounts Management Support

- Receive and prioritize enquiries by phone and through process incoming regular and electronic mail and other material and coordinate the flow of information within SNTC and with external organizations.
- Maintain budgets, accurately track expenses, complete paperwork required for payment such as cheque requisitions, travel claims, honoraria, in a timely manner.
- Draft, or review and edit a variety of materials such as briefing notes, department updates, and other important materials.
- Maintain orderly office environment, and office supplies inventory.
- May supervise and train office staff.

Records Management

- Establish and maintain records management system and office procedures.
- May compile and analyze data, statistics and other information to support department reporting requirements.

Meeting and Event Coordination

- Organize meetings, prepare agendas, send calendar invites, take minutes, handle correspondence and related communications.
- Assist with organization of the departmental team calendar, meetings, and events, including travel arrangements, as required.
- Attend and participate in department meetings and events, and gatherings.

Information Sharing

- Draft notices, posters and other materials about department priorities, meetings and events.
- Draft social media posts, stories, and campaigns to highlight department initiatives across Secwépemc Nation.
- Collaborate with the SNTC Communications Manager to ensure alignment with the SNTC communication style guides and templates.

QUALIFICATIONS

- Completion of grade 12, or equivalent.
- Considerable (3+ years) experience in an office environment, or an equivalent combination of education, training, and experience.
- Knowledge of office /records management, systems and procedures.
- Working knowledge of office equipment (printers, copiers, etc.)
- Experience using technology for recording meetings and streamline workload, and social spaces to share approved information.
- Proficiency with Microsoft Office Suite (including creating financial formulas in excel).
- Strong writing, minute-taking, editing and proofreading skills to accurately record, and format meeting minutes in a timely and professional manner.

- Strong organizational skills to manage the administrative details of concurrent projects.
- Professional manner and culturally sensitive awareness with staff, Chiefs, Elders, Knowledge Keepers, clients, corporate and government representatives.
- Familiar with First Nations organizations and governance structures, specifically the SNTC.

Preference may be given to those with:

- Post-secondary training or certification in business and/or an administrative field, or equivalent.
- Experience working with a First Nations organization.
- Knowledge of Secwépemc language, governance, and cultural protocols.

Other Requirements:

- This position is based at the SNTC Office and requires the willingness and ability to travel to communities, including overnight stays, for actively participating in meetings, events and gatherings.
- Due to travel requirements, must maintain a valid Class 5 BC Driver's Licence, in good standing, and have reliable transportation.
- The SNTC may require a background/vulnerable sector check during the course of your employment.

TOTAL REWARDS

The SNTC supports your well-being through its compensation package and a schedule that promotes work/life balance. This includes a salary range reflective of experience, responsibilities, and contribution to Nation building, with flexibility for applicants bringing strong cultural or community experience. This includes:

- **Competitive hourly salary range of \$23.00 - \$30.00.**
- **Extended health benefits including dental, and vision.**
- **Matching Company Pension Plan**
- **Vacation Leave and Additional Paid Leave during winter break.**

HOW TO APPLY

If you are interested in this opportunity, please email your resume, cover letter, and names of three references to hr@shuswapnation.org. In the email subject line specify: SNTC Admin Assistant.

Applications will be reviewed commencing **December 16, 2025** and the competition may remain open until filled.

To learn more about this role, or opportunities at the SNTC, or if you require accommodations during the selection process, please email HR@shuswapnation.org

**In accordance with s. 16(1) of the Canadian Human Rights Act Code preference may be given to Canadian Indigenous Peoples, with a priority for qualified candidates of Secwépemc Ancestry.*