



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 seeking an Administrative Assistant to support department administration, operations, 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

- Receive, prioritize and respond to enquiries by phone and through incoming regular and electronic mail.
- Coordinate the flow of information within SNTC and with external organizations.

Accounts

- 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 systems 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 SNTC events, and gatherings.

Information Sharing

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

QUALIFICATIONS*

- Minimum of two (2+ years) experience in an office environment, or an equivalent combination of education, training, and experience.
- Demonstrated proficiency with MS Office Suite including CoPilot, PPT and creating financial formulas in excel.
- Experienced with office equipment, records management, and related systems and procedures.
- Experience using technology for recording meetings, to streamline workload, and for posting to social media.
- Strong writing, minute-taking, editing and proofreading and organizational skills.
- Professional manner and cultural sensitivity with community members.
- Familiar with First Nations organizations and governance structures.

Preference may be given to those with:

- Completion of grade 12, or equivalent.
- 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 in-person role is based at the SNTC Office and requires the willingness and ability to travel to communities, including overnight participate in meetings, events and gatherings, often in evenings or on weekends.
- Due to job requirements, must maintain a valid Class 5 BC Driver's Licence, in good standing.
- The SNTC may require a background/vulnerable sector check.

*An equivalent combination of lived, cultural, and related professional experience may be considered.

SALARY AND BENEFITS

The SNTC supports your well-being and professional development through its compensation package and a schedule that promotes work/life balance.

- Hourly salary range of \$41,860 - \$54,600 annually (\$23 - \$30 hourly) based on experience.
- 35 Hour work week
- FREE on-site parking
- Extended health and dental benefits
- Matching Company Pension Plan
- Vacation Leave and Additional Paid Leave during winter break
- Cultural Events

HOW TO APPLY

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

Applications will be reviewed commencing June 11th.

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

**We welcome applications from all qualified candidates, although preference may be given to Canadian Indigenous Peoples, with a priority for qualified candidates of Secwépemc Ancestry, in accordance with s. 16(1) of the Canadian Human Rights Act. We encourage you to self-identify, if applicable.*

The Shuswap Nation Tribal Council acknowledges that we are located on Tk'emlúps te Secwépemc territory, situated within the unceded ancestral lands of the Secwépemc Nation.