



# SHUSWAP NATION TRIBAL COUNCIL

## Office Assistant Position

### Summer Student – Fixed Term

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 Office Assistant to support department administration, operations, events, and initiatives. This is an in-person role based at the SNTC Office.

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.
- Maintain records and follow office procedures.
- May compile and analyze data, statistics and other information to support department reporting requirements.
- Assist with paperwork required for payments, in a timely manner.
- Draft, or review and edit materials.
- Maintain orderly office environment, and office supplies inventory.

##### **Meeting and Event Coordination**

- Assist with organization of the team calendar, meetings, and events.
- Participate in SNTC meetings and events.
- Draft notices, posters and other materials about meetings and events.
- Collaborate with the SNTC Communications Specialist to ensure alignment with the SNTC communication style guides and templates.

#### **QUALIFICATIONS\***

- Experience in an office environment, or an equivalent combination of education, training, and experience.
- Demonstrated proficiency with MS Office.
- Professional manner and cultural sensitivity with community members.

#### **Preference may be given to those with:**

- Completion of grade 12, or equivalent.
- Related post-secondary training.
- Experience working with a First Nations Secwépemc organization.

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

#### **SALARY AND BENEFITS**

- Hourly salary \$22.50 - \$25 hourly based on level of experience and SNTC Wage Grid.
- 35 Hour work week
- FREE on-site parking

#### **TO APPLY**

Please email your resume and cover letter to [hr@shuswapnation.org](mailto:hr@shuswapnation.org). In the email subject line specify: SNTC Admin Assistant – Summer Student.

**Applications will be reviewed commencing June 10<sup>th</sup>.**

*\*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.*