



SHUSWAP NATION TRIBAL COUNCIL

ATEC Program Coordinator

Full-time Position

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 organized, service-oriented Program Coordinator to support the Aboriginal Training and Employment Centre (ATEC) and the delivery of Indigenous Skills and Employment Training (ISET) programming.

Reporting to the ATEC Program Manager, the Program Coordinator supports program administration, operational workflows, communications, client and partner information, events planning outreach, and related financial and records-management activities.

If you are collaborative, detail-oriented, comfortable with technology, and committed to supporting meaningful training and employment opportunities for Indigenous people, join us and be part of work that makes a difference.

KEY RESPONSIBILITIES

Program Administration

- Support program operations, reporting requirements, communications, client services, and administrative priorities.
- Gather and organize information on local labour market trends, skill requirements, career pathways, and relevant community and regional factors.
- Prepare and maintain charts, summaries, and administrative reports related to program activities, outcomes, expenditures, and participant demographics.

- Prioritize and respond to program information requests within established timelines.

Office and Financial Administration

- Support project planning, office operations, and administrative workflows, and identify opportunities to streamline processes.
- Process incoming email, inquiries, and documentation to support the timely flow of information.
- Assist with budgeting, contract administration, and financial reporting.
- Prepare or review cheque requisitions, purchase orders, and travel claims.
- Maintain organized and compliant records-management and filing systems.
- Manage shared calendars for meetings, events, and program activities.
- Maintain accurate and current client relationship management systems.

Communications and Outreach

- Collaborate with the SNTC team to plan and implement communications and marketing materials, including social media content, in support of program outreach.
- Coordinate the preparation, editing, production, and distribution of print and electronic communications materials.
- Coordinate website content updates and support basic tracking of communications and outreach analytics.
- Coordinate and participate in ISET-related meetings and events to share information, identify client and community needs, and promote services.
- Identify, evaluate, and use appropriate communication channels to reach potential participants and partners.

QUALIFICATIONS

Requirements

- Certificate, diploma, or other post-secondary training in office or business administration, or a related field.
- Minimum of three (3) years experience in office administration or program coordination.
- Proficiency with Microsoft Word, Excel, PowerPoint, Outlook, as well as SharePoint, Copilot, Adobe Pro, ARMS, data entry and social media platforms.
- Ability to troubleshoot computer issues and teach staff to use the software, as needed.
- Proven understanding of office systems and records-management practices.
- General knowledge of budgeting and financial tracking.
- Excellent written and verbal communication skills, with the ability to present information in a user-friendly manner.
- Exceptional organization, time management, and planning skills, with the ability to work under pressure and meet deadlines.
- Strong client-service orientation and a professional, responsive approach.
- Ability to work collaboratively in a team environment and independently.
- Demonstrated ability to develop communications materials and coordinate outreach activities.

*An equivalent combination of education, training, lived experience, cultural knowledge, and professional experience may be considered.

Preference may be given for:

- Knowledge of Secwépemc language, governance, and protocols.
- Experience working with a First Nations organizations or clientele.
- Cultural or community experience.

Working Conditions

- This position is based at the Briar Street Kamloops Office, and may require travel.
- Must hold and maintain a valid Class 5 BC Drivers Licence, in good standing, and have reliable transportation

- SNTC may require a background/vulnerable sector check during the course of your employment.

PAY AND BENEFITS

The SNTC supports your well-being and professional development through its compensation package. This includes a salary range commensurate with your qualifications:

- Competitive salary range of \$48,230 - \$71,000 annually (\$26.50 - \$39.01 hourly); based on qualifications.
- 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.

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: ATEC Program Coordinator.

Applications will be reviewed commencing October 26th, 2026.

To learn more about this role or opportunities at the SNTC please email: HR@shuswapnation.org

SNTC is committed to an accessible and inclusive selection process. Applicants who require a reasonable accommodation at any stage of the process are encouraged to contact HR.

**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.*

An eligibility list may be established and used to fill future fixed term or permanent vacancies, similar to this role.