



Shuswap Nation Tribal Council

Secwepemc Nation Governance Initiative

SNBI Administrative Assistant

Term Position – Maternity Backfill

The Shuswap Nation Tribal Council, also known as the SNTC, was formed in 1980 as an effort of the Secwepemc chiefs to advance the issues of aboriginal rights. We are looking for an Administrative Assistant to carry out the initiatives of the Secwepemc 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 Secwepemc Nation Building Initiative Administrative Assistant. The position will provide administrative assistance to the SNBI 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 term position ending March 2019.

Relevant Knowledge and Abilities

- Provide administrative support to the Secwepemc 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;
- Organize travel/accommodations for Secwepemc Nation Building Initiative team and events;
- Assist receptionist and provide front desk coverage as requested
- Perform office related errands, including shopping to assist daily functions for the department;
- Prepare notices, posters & other advertising materials, assist with social media communications and handle website updating as required;
- Assist with registration, accommodations, and other aspects of planning for conferences, workshops, and community meetings related to and/or hosted by the Secwepemc Nation Building Initiative;
- 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 Secwepemc Nation Building Initiative vision and purpose.

Requirements and Qualifications:

- Proven experience as an administrative assistant in an office setting
- Experience in working for Secwepemc Nation agencies, communities, or supporting organizations, and/or knowledge of the Nation's history, its communities, and the significance of the Sir Wilfrid Laurier Memorial;
- Knowledge of office management systems and procedures;
- Working knowledge of office equipment (printers, copiers, teleconferencing, etc.)
- Proficiency in Microsoft Suite (especially excel)
- Strong professional writing skills and verbal communication skills
- Ability to take direction and work independently as needed
- Strong organizational skills with knowledge of record keeping processes
- Experience in planning and organizing meetings and strong minute taking skills
- Some understanding of Social Media platforms such as Facebook, Instagram, and website design an asset
- Completion of grade 12 or equivalent; post-Secondary education in administrative field an asset
- Experience in editing, research and creating communication materials an asset.
- Must have a valid driver's license

In accordance with the SNTC Human Resource Policy, the first 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 governancedir@shuswapnation.org by January 24, 2019.

The Shuswap Tribal Nation Council thanks all applicants for their interest, however only those selected for an interview will be contacted.