



## *Tk'emlúps te Secwépemc*

(Kamloops Indian Band)

# JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

**POSITION TITLE:** Language & Cultural Assistant  
**DEPARTMENT:** C7élksteńs re Secwépemc ne Ckúítens ell ne Xqwelténs (Language & Culture)  
**SUPERVISOR:** C7élksteńs re Secwépemc ne Ckúítens ell ne Xqwelténs Manager  
**TERMS:** Full-time  
**REFERENCE #:** 2021-046

### **PURPOSE OF POSITION:**

The Executive Assistant provides administrative support to the Manager. The Executive Assistant acts as an administrative liaison between the L&C department and all committees, boards, partners and community members, maintaining the L&C office, providing recording of minutes for meetings, assisting various committees with their administrative requirements and other related duties that may be assigned from time to time.

To be successful in this position, the candidate must be results oriented, demonstrated ability to effectively prioritize workflow and must be committed to learning Secwepemctsin.

### **DUTIES AND RESPONSIBILITIES:**

- 1. Provides professional administrative and clerical support in accordance with the approved practices, policies, budgets, standards and guidelines. (95%)**
  - Co-ordinates regular and irregular appointments and meetings on calendar.
  - Collates and distributes materials, papers and ensures agendas are prepared and administered in a timely manner.
  - Completes and distributes meeting notes or minutes as directed.
  - Completes all arrangements for meetings including room bookings, refreshments and other requirements.
  - Responds to various requests regarding the L&C Department.
  - Researches and gathers information from files and other sources or contacts the appropriate resource person.
  - Researches issues, prepares the necessary correspondence.
  - Follows up on and monitors files/cases by managing documentation, overseeing, observing and tracking deadlines for the department.
  - Completes photocopying, faxing, UPS, mailing and electronic filing system as requested.
  - Enters vacations, incidental absences, and sick leave into payroll as needed.
  - Tracks the department's budgets with respect to accounts payable, expense report coding, the credit card inventory and computer and cell phone accounts.

- Receives, produces and maintains files for various funding requests, tender documents and various other documents.
- Requests and assembles quotes for purchases, phone systems and other related products and services.
- Produces purchase orders and payment requests as and when required.
- Implements and maintains an efficient filing system.
- Works with other members of the L&C team, providing support where necessary
- Drafts and produces quality documents and reports using the appropriate style, based on various document formats.
- Regularly reviews incoming e-mails and external requests, brings them forward to the attention of the L&C team as appropriate.
- Assists L&C team with Action Item Directives
- Produces charts and documents utilizing specialized hardware and software
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of the TteS.

**2. All Other related duties as required. (5%)**

**Professional Certification, Education and Experience:**

- An Office Administration Diploma or Certificate and 3-years direct clerical/administrative support experience or an equivalent combination of education and/or training.
- Experience/training in keyboarding, word processing, spreadsheet, the Internet, databases and other standard computer applications.
- Must possess a minimum of 50 words per minute keyboarding speed.
- Must pass a Criminal Record Check.

**Skills and Abilities:**

- Must be passionate and dedicated to the enhancement, perpetuation and revitalization of the Tk'emlúps te Secwépemc dialect of the Secwépemc Language.
- Knowledge of Secwépemc culture, history, and lifestyle is required.
- Knowledge of proper Secwépemc protocols when interacting with Elders, Fluent Speakers and Traditional Knowledge Keepers.
- Good oral and written communication skills in Secwepemctsin as well as English.
- Advanced computer skills in Microsoft Word and Microsoft Outlook.
- Strong organizational and planning skills.
- Proven ability to execute advanced office procedures and practices.
- Ability to complete technical formatting skills for proposals, briefing notes, legal minute taking, program reports or press releases.
- Ability to take initiative and work within strict timelines.
- Strong tact and diplomacy.
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Ability to work in multi-cultural settings.

**Special Requirements:**

Follow Secwépemc cultural procedures and protocols for on-site and visiting Elders, Traditional Knowledge Keepers and Guests to ensure their comfort and safety. Some degree of fluency, knowledge and communicative ability in Secwepemctsin is expected and a commitment to increase fluency through a time specific action plan is expected.

**HOURS OF WORK:** Normal Day shifts – 7 hours. Non-normal shifts maybe required.

**PAY GRADE:** As per current TteS wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

## **Deadline for the Job posting is April 29, 2021 by 2:00pm**

**Submit Job Application Form, cover letter, resume, and references  
online: <https://tkemlups.ca/employment>, by fax: 250.828.9847,  
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.**

**Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &  
closed for lunch from 12:00pm to 1:00pm**

**We require each applicant to fill out  
an online application form which can be found at: <https://tkemlups.ca/employment/>**

**Any late submissions or submissions without the job application form will not be considered.**