



# Okanagan Nation Alliance

250-353-3535 3535 Old Okanagan Hwy, Westbank BC, V4T 3L7  
Phone (250) 707-0095 Fax (250)707-0166 [www.syilx.org](http://www.syilx.org)

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## ***EMPLOYMENT OPPORTUNITY***

### **Child and Family Administration Assistant**

The Okanagan Nation Alliance (ONA) is the Tribal Council for the eight member communities of the Okanagan Nation which includes Osoyoos Indian Band, Upper Nicola Band, Upper and Lower Similkameen Indian Bands, Penticton Indian Band, Westbank First Nation, Okanagan Indian Band and the Confederated Tribes of the Colville Reservation. The ONA's mandate is to advance, assert, support and preserve Okanagan Nation title and rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

This position will be responsible for the efficient delivery of the Child & Family administrative functions specifically for the Child & Family Team. Under the direction of the Child & Family (C&F) Lead, the C&F Admin Assistant's primary responsibilities will be to provide efficient day to day administrative functions to the Child & Family Team, including the Nation Planner, Community Planners and other Wellness Department team members. The position will be responsible for C&F event and meeting logistics, minutes and record keeping. The Admin Assistant will be responsible for the development, maintenance and monitoring of the C&F file systems in accordance with ONA standards.

#### **Key Responsibilities:**

Maintain the highest level of professionalism, commitment, in supporting the following ongoing admin functions of the Child & Family Services:

1. Provide a full range of administrative support functions to the C&F Team, including confidential support to the Team Lead. Such duties may include filing (electronic and hard copy), communication by phone, e-mail, fax, maintaining training records of team members and maintaining a calendar of events.
2. Support team members in the formatting of documents, including Nation and Community C&F Plans, reports, presentations, briefing notes and communiqués.
3. Assist C&F team in reporting, including statistical information collation and formatting written or financial reports.
4. Work with the Child & Family Lead and ONA Administrative team as required, to develop the file management system (electronic and hard copy) for C&F Services.
5. Liaise with Communication Lead with all C & F meetings, functions, workshops etc, keeping ONA calendar of events updated and current
6. Assist and support the C&F team in the development and distribution of C&F communication tools, including brochures, bulletins, media releases, briefing notes and reports.
7. Coordinate internal team training events and meetings, ensuring logistics are completed, minutes are taken, and action items are circulated and monitored.
8. Provide organization and logistics support for C&F team at events and meetings, by with posters, recruitment, registration, set up/ take down, liaise with presenters, act as host as required.
9. Anticipate and plan for the administrative needs and supplies required for the C&F team.
10. Develop and maintain contact information on C&F community partners.
11. Gather and compile C&F resources as requested, including conducting Internet searches.
12. Comply with the Wellness Department Manual.
13. Actively participate in ONA and department staff meetings as required.
14. Participate and engage in ONA events as required.
15. Other duties as appropriate and required for this position.

## **Qualifications Knowledge, Skills and Abilities**

The position will require the following Qualifications, Knowledge, Skills and Abilities:

### **Qualifications**

1. Completion of high school.
2. Completion of college/CEGEP<sup>1</sup> or equivalent vocational or technical training.
3. Business administration diploma preferred.

### **Knowledge, Skills and Abilities**

1. Demonstrated experience successfully working in Indigenous organizations and cultural contexts.
2. IT literate (MS Office suite).
3. Diplomacy, excellent communication and problem solving skills.
4. Demonstrated written and oral communication skills.
5. Demonstrated organizational and time management skills
6. Experience and aptitude for creating and maintaining record systems.
7. Proven ability to take meeting minutes
8. Ability to deal with numerous issues simultaneously and make timely and sound decisions within delegated authority.
9. Team player.
10. Professional approach.
11. Discretion, ability to respect confidentiality and handle sensitive information
12. Must have the ability to manage time and prioritize workload in order to efficiently deal with the workload expected of the position.
13. Indigenous ancestry preferred.
14. A reliable vehicle and a valid BC Driver's License.
15. Flexible work hours/willingness to work on evenings and weekend.
16. Current Criminal Record check with RCMP required

**Hours:** Full Time, Two Year Term position 37.5 hours per week

**Application Procedures:** Please send a current resume and covering letter to:

**Holly Hutton, Wellness Program Assistant**  
Okanagan Nation Alliance  
#101 – 3535 Old Okanagan Hwy, Westbank BC, V4T 3L7  
Email: WellnessHR@syilx.org Fax: (250) 707-0166  
**COMPETITION OPEN UNTIL FILLED.**

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<sup>1</sup> College of general vocational training