



# Okanagan Nation Alliance

#101– 3535 Old Okanagan Highway, 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

### Library and Research Assistant Student Position (11 weeks)

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

The ONA is currently seeking to place a post-secondary student into a Library and Research Assistant short-term winter position (11 weeks). The candidate will work with the Natural Resources Department staff to complete specific deliverables within established standards and time frames. The candidate should have excellent computer skills and an interest in information management and research.

#### Key duties and responsibilities

The successful incumbent will:

- Assist in cataloguing and filing library material in hard copy and digital formats. Material includes books, texts, photographs, maps, and audio and visual recordings.
- Assist Natural Resource Department staff to complete research projects. Current projects focus on water responsibilities, building inventories of cultural values, and developing interactive, online research tools.

#### Qualifications and Criteria

- Must be between 16 and 30 years of age.
- Be a Canadian citizen or a permanent resident, and be able to work in Canada legally.
- Be currently registered in college or university.
- Reliable and good work ethic.
- Work well in a team and independently.
- Understanding of Syilx cultural heritage, history, and practices.
- Practical experience with computers and research skills is essential.
- Preference will be given to qualified applicants of Syilx (Okanagan) ancestry.

**Term:** Maximum is 37.5 hours a week, 5 days per week, for 11 weeks. As this is a student position there is some flexibility with work hours but they must be between 8:30 a.m. - 4:30 p.m. Duration of this position is **January 14, 2019 to March 29, 2019.**

**Wage rate:** \$14.00 per hour.

**Application Procedures:** Interested candidates are invited to send a current resume and covering letter to:

David Leroux, HR Manager  
Okanagan Nation Alliance

#101 – 3535 Old Okanagan Highway, Westbank, BC V4T 3L7

Email: [dleroux@syilx.org](mailto:dleroux@syilx.org) or Fax: 250-707-0166

The competition closes 4:00 p.m., January 7, 2019.

Thank you for your interest. **No Phone Calls Please.** Only those shortlisted will be contacted.

