



Okanagan Nation Alliance

101 – 3535 Old Okanagan Hwy, Westbank BC, V4T 3L7
Phone (250) 707-0095 Fax (250)707-0166 www.syilx.org

EMPLOYMENT OPPORTUNITY **Administration Assistant (Fisheries)**

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.

The ONA Fisheries department wishes to employ an enthusiastic Administration Assistant. The position primarily reports to the Fisheries Program Manager with designated reporting lines to senior Biologists as project deliverables may dictate. The successful candidate should be comfortable working in a fast-paced and dynamic team environment.

Key Duties and Responsibilities:

- Administrative support to the Fisheries Department staff.
- File management, drafting of internal and external memorandums, multiple reports for projects including formatting and editing of formal reports as well as contracts and subcontracts.
- Assistance with meeting preparation and minutes, completion of applications for travel, bookings and coding of invoices.
- Lead the implementation of the ONA Fisheries Department education/stewardship awareness initiative.
- Works with other ONA Admin staff in the delivery of ONA wide events, initiatives and HR related administration.

Qualifications:

- Minimum grade 12, an Office and Administrative Assistant Diploma is preferred. A minimum of 3 years recent applicable work experience is desirable.

Knowledge, Skills and Abilities:

- Experience and aptitude for creating and maintaining record systems.
- Excellent command of Microsoft Office suite with excellent written and oral communication skills.
- Must have a valid driver's license and reliable transportation.
- Ability to work independently as well as in team fashion.
- Aboriginal ancestry preferred.
- Willingness to work flexible work hours including evenings and weekend.

Hours: Full Time, 37.5 hours per week

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

David Leroux, Human Resources Manager

Okanagan Nation Alliance

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

Email: dleroux@syilx.org Fax: (250) 707-0166

COMPETITION OPEN UNTIL FILLED.

Thank you for your interest, **No Phone Calls Please** only those short-listed will be contacted