



Okanagan Nation Alliance

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

EMPLOYMENT OPPORTUNITY

Summer Student Employment Opportunities

(8 Positions Available - subject to confirmation of funding)

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 Okanagan Nation Alliance is seeking post secondary student applications to be considered for Human Resources and Skills Development Canada (HRSDC), and Young Workers Canada, summer job opportunities. **To be eligible**, candidates must be between the ages of 15 – 30 years of age. The positions are as follows:

ACCOUNTING ASSISTANT:

You will be responsible for assisting and supporting Accountant and members of the Finance Team to develop and refine processing of budgets for new projects and activities. You will engage with all aspects of the organization's business through supporting these Finance activities.

QUALIFICATIONS:

Must have sound knowledge of Microsoft Excel 2016 Spreadsheets, and be able to communicate effectively. Computer literacy is essential, knowledge of Quickbooks and a valid driver's license is an asset. Applicants must preferably study towards obtaining formal qualifications in Accounting and Finance Administration. Okanagan/Aboriginal ancestry preferred.

Term: May 11 – August 29, 2020

Wage: \$14.85 per hour

Hours: 37.5 per week

MEDIA EVENTS CO-ORDINATOR:

You will be responsible for assisting and supporting primarily the Communications Coordinator with the day to day Events Planning, and logistical organization of major events. The Annual General Assembly and the Annual Salmon Feast are examples of exciting events you will be involved in. You will participate in the administrative, planning and logistical aspects of short-term multi-faceted projects. Other duties will include assistance with the preparation of reports, briefing notes, application of communications tools and participation and attendance of special meetings/events as they occur.

QUALIFICATIONS:

Must have good public relations and communication skills, computer literacy is essential and a valid driver's license is an asset. Applicants must preferably study towards obtaining formal qualifications in public relations and communication. Okanagan/Aboriginal ancestry preferred.

Term: May 11 – August 29, 2020 **Wage:** \$14.85 per hour **Hours:** 37.5 per week

YOUTH WORKER:

You will engage Syilx youth with the development of the Okanagan Youth Alliance and will be involved with the identification of issues and priorities that impact this initiative. You will also assist with the planning of a nationwide Youth Forum and will be involved in Youth events and programs including R'Native Voice program, Syilx Elder and Youth Gatherings, Chief Executive Meetings, Hunting Camps, Berry Picking and Salmon Camps. **This position will be located at the ONA Wellness Department, Bering Rd. Field Office.**

QUALIFICATIONS:

Must have good public relations and communication skills, computer literacy is essential and a valid driver's license is an asset. Applicants must preferably study toward obtaining formal qualifications in the social sciences. Okanagan/Aboriginal ancestry preferred.

Term: May 11 – August 29, 2020 **Wage:** \$14.85 per hour **Hours:** 37.5 per week

LABORATORY ASSISTANT – FISH HATCHERY:

You will assist other technicians and biologists within the Fisheries Department with specific project activities that include laboratory and / or field work. The position will primarily be involved in implementing laboratory tests including sampling fish, recording and analyzing results. Additional assistance with other department activities related to Fisheries may be required. **This position will be located at the ONA Fisheries Department, Penticton Field Office and Harvest landing site.**

QUALIFICATIONS:

Must have good public relations and communication skills, able to work in a team environment, computer literacy is essential and a valid driver's license is an asset. Applicants must be willing to work outdoors and may be exposed to weather elements as well work in a laboratory and observe safety standards and protocols. Applicants must preferably study towards obtaining formal qualifications in physical science. Okanagan/Aboriginal ancestry preferred.

Term: May 11 – August 29, 2020 **Wage:** \$14.85 per hour **Hours:** 37.5 per week

FOOD PROCESSING & RETAIL ASSISTANT:

You will assist the Cold Storage and Food Hub Operator with processing of fish for sale through the Hub store-front facility. Duties will include cleaning and processing fish, cleaning and maintenance of the processing facility, general sanitation, monthly stocking and inventory for Kelowna Market Nights. You will also be involved in produce deliveries, assembling and labeling goods including candied salmon, freezer boxes and freeze/glaze and pack fish for vacpac products.

QUALIFICATIONS:

Must have good public relations and communication skills, experience with computers and point of sale systems, and a valid driver's license is an asset. Applicants must preferably study towards a formal qualification in a food services field. Okanagan/Aboriginal Ancestry preferred.

Term: May 11 – August 29, 2020 **Wage:** \$14.85 per hour **Hours:** 37.5 per week

WILDLIFE TECHNICIAN :

The successful applicant will work with the Natural Resources Biologist to carry out wildlife surveys, including DNA sampling operation of remote cameras for wildlife monitoring, assist with wetland/upland habitat monitoring and enhancement for multiple projects within Syilx territory. Other duties will include research and study on wildlife population metrics, obtaining wildlife samples and implementing enhancement activities. The student will work and receive mentorship from a Wildlife Biologist and experienced Field Technicians.

QUALIFICATIONS:

Must have good public relations and communication skills, computer literacy is essential and a valid driver's license is required. Applicants must preferably study towards a formal qualification in a Natural Resource related field. Applicants must be willing to work outdoors and be exposed to weather elements and work strictly to safety standards. Okanagan/Aboriginal Ancestry preferred.

Term: May 11 – August 29, 2020 **Wage:** \$14.85 per hour **Hours:** 37.5 per week

NATURAL RESOURCES TECHNICIAN - BIOLOGY:

Reporting to the Natural Resources Biologist, the participant will undertake scientific data collection, analysis and reporting. Other duties including assisting to design work plans to collect data from Syilx Nation habitat with regard to animal and plant impacts on the environment, and to assist the Biologist to meet the required outcomes of the projects assigned.

QUALIFICATIONS:

Post-Secondary education in the field of physical science is required. Must have good public relations and communication skills, computer literacy is essential and a valid driver's license is an asset. Applicants must preferably study towards a formal qualification in library and information science and be willing to work strictly according to safety, library and archival standards and procedures. Okanagan/Aboriginal Ancestry preferred

Term: May 11 – August 29, 2020 **Wage:** \$14.85 per hour **Hours:** 37.5 per week

LIBRARY ASSISTANT:

You will work closely with the Natural Resources Library Project lead to provide technical support for all functions of the library and archives, including cataloging, filing, storing and digitizing information necessary to the Syilx Nation. You will also conduct research to support projects of the Natural Resources Department, including the development of a baseline inventory of Syilx harvest and cultural values as well as other projects related to land and water management.

QUALIFICATIONS:

Must have good public relations and communication skills, computer literacy is essential and a valid driver's license is an asset. Applicants must preferably study towards a formal qualification in library and information science and be willing to work strictly according to safety, library and archival standards and procedures. Okanagan/Aboriginal Ancestry preferred

Term: May 11 – August 29, 2020 **Wage:** \$14.85 per hour **Hours:** 37.5 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 CLOSES: 4:00 pm, May 1, 2020

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