



# Okanagan Nation Alliance

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

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## EMPLOYMENT OPPORTUNITY

### Winter Student Employment Opportunities

(7 Positions Available)

The Okanagan Nation Alliance (ONA) is the Tribal Council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve the Syilx Okanagan Nation title and rights. Further, the ONA is charged with providing members with a forum to discuss and form positions of common concern.

Under the Employment and Social Development Canada, Youth Employment and Employment Strategy, the Okanagan Nation Alliance is seeking applications of interested Youth to participate in this 280 hour program. To be eligible, candidates must be between the ages of 15 – 30 years of age at the start of employment, be a Canadian Citizen or a permanent resident and legally entitled to work according to the relevant provincial/territorial legislation and regulations. 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. Syilx Okanagan/Aboriginal ancestry preferred.

**Term:** As soon as possible      **Wage:** 16 per hour      **Hours:** 37.5 per week

#### **SOCIAL MEDIA AND EVENTS COORDINATOR**

You will be part of the Communications Team, bringing your innovation, creativity and organizational skills to enhance and elevate our Events and Social Media communications. This position will assist in organizing a wide variety of events and create unique and captivating social media content and campaigns. You will participate in the administrative planning and the creation of multifaceted communication projects.

#### **QUALIFICATIONS:**

Must have good public relations and communication skills, and a valid driver's license would be an asset. Applicants must preferably study towards obtaining formal qualifications in business, public relations, communication or indigenous studies. Syilx Okanagan/Aboriginal ancestry preferred.

**Term:** As soon as possible      **Wage:** \$16.00 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. Syilx Okanagan/Aboriginal ancestry preferred.

**Term:** As soon as possible      **Wage:** \$16.00 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. Syilx Okanagan/Aboriginal Ancestry preferred.

**Term:** As soon as possible      **Wage:** \$16.00 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. Syilx Okanagan/Aboriginal Ancestry preferred.

**Term:** As soon as possible      **Wage:** \$16.00 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. Syilx Okanagan/Aboriginal Ancestry preferred

**Term:** As soon as possible      **Wage:** \$16.00 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. Syilx Okanagan/Aboriginal Ancestry preferred

**Term:** As soon as possible      **Wage:** \$16.00      **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](mailto:dleroux@syilx.org) Fax: (250) 707-0166  
**COMPETITION CLOSES: 4:00 pm, December 4, 2020**

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