



Job Posting

Position: Kwú Stəmtímá? Assistant

Department: Our Relations

Department Term: Permanent Full Time – 32 hours per week

Start date: ASAP (or until position is filled)

Wage: Commensurate with experience, as per salary range for Grade 3 level employee in UNB Personnel Policy

Reports to: Director, Our Relations

Role: The purpose of this position is to assist the UNB Kwú Stəmtímá? with the planning and implementation of their events, and initiatives. Focus of this position will be the administration and technical support to the Kwú Stəmtímá?.

Key Responsibilities:

- Schedules meetings and other logistics either in person (when meeting in person is safe to do so) or virtually;
- Takes meeting minutes for the Kwú Stəmtímá?;
- Support the Kwú Stəmtímá? with the implementation of their monthly activities;
- Performs all duties and responsibilities in accordance with Upper Nicola Band policies and procedures;
- Develops rapport and relationships with the community and various external agencies;
- Liaises and communicates with Director, Health and Social Development and Health and Social Development Executive Assistant to coordinate activities and required services;
- Develops a monthly calendar of various Kwú Stəmtímá? activities;
- Coordinates and collaborates with other departments to ensure that there is community/organizational awareness of the Kwú Stəmtímá?;
- Support prevention and intervention programs that will support the Kwú Stəmtímá? & Child and Family Services and Health staff.

Qualifications/Experience:

- Grade 12 education or equivalent
- Diploma in Business Administration or Social Work programs or equivalent
- 2 years' experience in program planning
- Experience in working with community members
- Experience in a First Nations environment

Knowledge/skills/abilities

- Good verbal and written communication skills
- Good organizational skills to achieve desired results
- Diplomacy, tact, and confidentiality in dealing with a variety of people and information
- Possess strong computer skills using MS Office software
- Reliability and dependability. Self-motivated and an ability to work independently
- Good interpersonal skills. Ability to work in a team orientated environment
- Flexibility is a must to adapt to changing work priorities
- Good judgement and problem-solving skills must be exercise at all times. Continuous learning

Send cover letter and resume by via hand delivery, mail, or e-mail, to:

HR Upper Nicola Band – General Delivery, Douglas Lake, BC V0E 1S0 Tel: 250-350-3342 hr@uppernicola.com

Upper Nicola Band thanks all applicants. Only those short-listed for an interview will be contacted.