



Employment Opportunity

WFN fosters a workplace environment that is diverse, inclusive, collaborative, healthy, and reflective of Syilx values and culture.

Recording Clerk – Full Time

Who We Are

Located within the traditional unceded territory of the syilx people, Westbank First Nation (WFN) is a progressive and prosperous self-governing First Nation. WFN is dedicated to promoting a healthy and prosperous future to ensure its continued existence as a strong political, social and cultural community.

Westbank First Nation values Equality, Honesty and Fairness, Respect, Integrity, Accountability and Transparency, Sustainability, Understanding, Confidentiality and Efficiency.

About this Opportunity

Council Secretariat actively supports WFN government operations through law and policy development, contract review, conflict-resolution and legal guidance. The Council Secretariat provides administrative support to Chief and Council; including receiving minutes from council meetings and boards, committees and commissions that report to Council. Some long-term projects include policy review and updates, procurement work, revitalization of traditional syilx law and creation of new law and policy.

Reporting to the Council Secretariat the Recording Clerk is responsible for recording, transcribing and preparing the minutes of all WFN meetings, which includes but is not limited to, duly convened Council meetings, Membership meetings and all Council Committee meetings.

Want to know more? You will...

- Receive items for the Council Agenda and, in consultation with the Director of Operations and the Council Secretariat, prepares the Council Agenda in its final form
- Organize and prepare complete Council packages, in binder or Laserfiche form, for distribution to Members of Council and appropriate support staff
- Posts agendas of General Council meetings in a public area of the WFN Government Building, as well as distributing to appropriate staff
- Attend Council Meetings and records minutes for same
- Prepare Council Meeting Minutes, along with exhibits, in their final form for distribution to, and execution by, Council
- Maintain a separate index of all General and In Camera Council resolutions and distributes hard copy resolutions to appropriate parties
- In consultation with the Director of Operations, distribute all Council action items and diarizes all Council directives requiring follow-up reports

Community. Leadership. Pride.

Must Haves:

- Minimum Grade 12 or equivalent
- Administrative Assistant or Business Administrative training preferred
- 2 years or more experience taking Minutes in a First Nation or other government setting
- Experience working with indigenous communities/people considered an asset
- Criminal Record Check with results acceptable to WFN

Perks of Working at WFN:

- Competitive compensation package including 3 weeks' vacation
- Extended Health Care (including Vision and Paramedical Services), Dental, Basic Life Insurance, Employee Assistance Program, and Health Spending Account
- Municipal Pension Plan membership
- Access to Big White Season Passes (Summer & Winter)
- Employee Recognition Program
- Access to LinkedIn Learning for Professional Development

Application Details:

To review the full job description and to learn more about Westbank First Nation please visit our website at <https://www.wfn.ca>.

All applications must be submitted through our [Employment Opportunities](#) page. Ensure you attach your cover letter and resume. Incomplete or late submissions will not be accepted.

This opportunity will close at midnight on Sunday, April 9, 2023.