



Job Posting

Position: K^wu Stəmtíma? 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 K^wú Stəmtíma? with the planning and implementation of their events, and initiatives. Focus of this position will be the administration and technical support to the K^wú Stəmtíma?.

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 Kwu Stəmtíma?;
- Support the K^wú Stəmtíma? 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 K^wú Stəmtíma? activities;
- Coordinates and collaborates with other departments to ensure that there is community/organizational awareness of the K^wú Stəmtíma?;
- Support prevention and intervention programs that will support the K^wú Stəmtíma? & 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.