



Job Posting (Maternity Leave Coverage for 1 year)

Position: Kú Stemtima Assistant

Department: Relations

Start date: ASAP

Wage: Grade 5 (\$22.44-29.41)

Hours of Work : 40hrs

Reports to: Director of Our Relations

Role:

The Kú Stemtima Assistant is responsible for assisting in the planning and implementation of events and initiatives for the Upper Nicola Band. This role focuses on providing administrative and technical support to the Kú Stemtima to ensure smooth operations.

This position is a temporary maternity leave coverage and is expected to end around May 1st, 2026. We are looking for someone who can step into the role quickly, with the ability to manage tasks effectively during this temporary period.

Key Responsibilities:

- Perform duties according to Upper Nicola Band policies and procedures.
- Build relationships with the community and external agencies.
- Coordinate activities and services with the Director of Health, Social Development, Housing, and Education, and Executive Assistant.
- Develop a monthly calendar and collaborate with departments to implement Kwustemtima? Strategic Plans.
- Compile monthly statistical reports, ensure proper documentation, and maintain office inventory.
- Organize staff work plans, compile notes and reports, and enter information into various systems.
- Ensure file standards are met and maintain office processes and policies.
- Greet visitors, manage appointments, and ensure confidentiality of client and employee information.
- Develop and coordinate prevention and intervention programs, and support the Kwustemtima, Child and Family Preservation Worker.

Qualifications/Experience:

- Certificate or Diploma in Human Services, Office Administration, or a relevant field
- Minimum of 3 years of experience in administrative setting and planning
- Minimum of 2 years working with Indigenous communities' environment is preferred.
- Experience working with elders.

Required Knowledge, Skills and Abilities:

- Clean Criminal Record Check
- Strong community engagement and involvement.
- Proficiency with current computer programs.
- Effective communication skills.
- Valid BC Driver's License.

How to Apply:

Send cover letter and resume by via hand delivery, mail, or e-mail, to: hr@uppernicola.com

HR - Upper Nicola Band – General Delivery, Douglas Lake, BC V0E 1S0

Upper Nicola Band thanks all applicants. Only those shortlisted for an interview will be contacted.