

NEWSLETTER



**Upper Nicola Band
Christmas Tree
Enchantment Fundraiser**

It's Back!

FUNDS RAISED WILL BENEFIT:
UNB Syilx (Okanagan) Language, Youth & Elders, new gym work out equipment

20 DECORATED TREES & PRESENTS UNDER THEM
Trees valued between \$700 - \$3000

Ticket Location: Our Lady of Lourdes Church, Quilchena

Saturday, Nov 29 - Thursday Dec 4	10am - 6pm
Friday, Dec 5	10am - 8pm
Saturday - Sunday Dec 6 & 7	10am - 6pm
Monday, Dec 8	10am - 12pm

Draws for the trees will be Monday Dec 8th at 1:00pm

TICKETS \$1.00 EA.


Upper Nicola

 Find us on **Facebook**
Upper Nicola Christmas Enchantment

For more information, contact:
Collette Sunday
250-350-3342
admin@uppernicola.com



NOVEMBER GENERAL BAND MEETING

Wednesday, November 26, 2025
at 6:00PM via Zoom.

Join The Zoom Meeting at:

Join Zoom Meeting

<https://us02web.zoom.us/j/83172157546?pwd=UStK6Cin11vlfUCJNnPUeqogyQxp1e.1>

Meeting ID: 831 7215 7546

Passcode: 840714

Agenda:

1. Adoption of the Agenda
2. Review and Approval of the November 5, 2025, GBM Meeting Minutes
3.
4. ...

IMPORTANT NOTICE- This meeting will be recorded for note taking purposes only and will not be shared for any purpose.

Our North Star Vision for community safety is: Because our safety is grounded in culture, community members of all ages are safe in their homes, when we gather, in all the ways we communicate, and all the places we travel.

All Band Meetings are a safe space for all membership and visitors; therefore, all in attendance must be respectful.

Any abusive language, belligerence, or non-respectful actions will result in members being ejected from the Band Meetings.



JOIN US FOR THE UNB CHILDREN'S CHRISTMAS PARTY



DECEMBER 7, 2025

N'KWALA SCHOOL GYM

9:00am - 10:30am	Breakfast
10:00am - 11:00am	Magic Show
11:00am - 12:00pm	Stage Show
12:00pm	Light Snack
12:15pm	Visit from Santa

This event is for *Registered 697 - Upper Nicola Band Members and those living in the UNB community.* You must be in attendance to pick up gifts - NO deliveries.

Each child will receive a gift, but the registration form needs to be fully complete! Scan the QR code to complete the form.



**Register
Before Nov 30!**



For more info, please contact Sylvester:
kwustem.assist@uppernicola.com

N'kwala School

2025

Christmas Hampers

Nov. 24 - Dec. 12

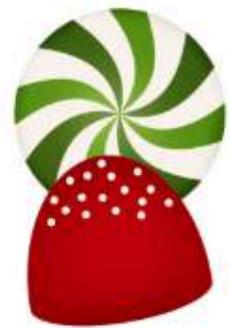
Drop off location
N'kwala School
Monday - Friday
from 8:45am-3:00pm



Help donate non-perishable
food for Christmas Hampers

All donations will be shared with
local families

For more info contact the school at: 250-350-3370



Community Turkey Lunch



Date: December 11, 2025

Place: Health Office

Time: Noon

Come out and enjoy some laughs, catch up with a friend, let's get some Christmas spirit.





Upper Nicola

November 12, 2025: Expression of Interest for Electoral Officer and Deputy Electoral Officers(3)

ǎast sǎǎǎalt Good Day

The Upper Nicola Band Tribunal Committee is issuing an Expression of Interest for Electoral Officer and Deputy Electoral Officers (3) to conduct an Election to elect the next Chief (1), and Council (10).

Please see link for the *UNB Custom Election Regulations dated February 3, 2020*

<https://uppernicola.com/wp-content/uploads/2023/08/20200203-UNB-Elections-Regulations-Amended-Feb-3-2020.pdf>

Please note, this can be located on the Upper Nicola Band webpage, under recent news:

www.uppernicola.com

Expression of Interest are to be sent to: UNB Tribunal Committee

by email to: tribunal@uppernicola.com and copy to

Gov.Executive@uppernicola.com by end of day on December 11, 2025.

End of Notice



October 27, 2025: Healthy Child and Youth Living Initiative

On December 12, 2025, Upper Nicola Band will provide \$300 per child, born in 2007 or later, for:

- Upper Nicola Band members, (18 and under) or
- Children (18 and under) living on the Upper Nicola Band Reserve

** Note: If a child living on reserve is registered with another First Nation/Band, we will ask for confirmation that funds are not being received from that First Nation/Band. See *Frequently Asked Questions* for more information.

Payments:

UNB will provide payment to the parent or legal guardian of the child(ren) and will use direct deposit information and/or mailing address currently on file.

If you have changed your bank information or mailing address, please update this information on your application.

Volunteer Hours:

We ask that parents/guardians volunteer **four (4) hours per household:**

- At the **UNB Christmas Tree Enchantment**, November 27 – December 8, 2025, or
- After the event, during the wrap-up period

Nadine Chillihitzia will be contacting families to sign up for volunteer hours.

If you absolutely cannot travel to the community to participate in the event, we will make special arrangements with you.

If you have any questions or comments, please reach out to:

Nadine Chillihitzia
Email: cultural.worker@uppernicola.com
Phone: 250-280-4752



October 27, 2025: Healthy Child and Youth Living Initiative

Frequently Asked Questions

Question: Who is considered an Upper Nicola Band member?

Answer: A person that has a status number that begins with 697. If you have applied for Status and have not received a number by December 8, 2025, you will not be eligible.

Question: If a child living on reserve is registered with another First Nation/Band, what will a parent or guardian have to provide from the First Nation/Band to prove they are not receiving funding?

Answer: The *Registered with Another First Nation/Band Form* will need to be filled out by the applicant and signed by the First Nation/Band, by November 28, 2025.

Question: What does a parent need to do to apply for funds for a child (or children) who are not a registered UNB member but reside on the UNB Reserve.

Answer: A parent or legal guardian will need to complete *Healthy Child and Youth Living Initiative Application* by November 28, 2025, and volunteer (4) hours per household.

Question: Can a family member who is not the parent the child usually resides with, or who is not the legal guardian, request to receive payment?

Answer: Yes, as long as the *Healthy Child and Youth Living Initiative Application* is signed by a parent or legal guardian, confirming who payment will be made to.

Question: What can the funds be used for?

Answer: Funds are to be used to help pay for extracurricular activities or supplies for the child or children, such as:

- sports and equipment, pow wow regalia and/or supplies, music lessons or equipment, dance lessons, swimming lessons, hunting and/or fishing supplies, educational material/supplies, i.e. baby equipment (stroller, jolly jumper, carrier, swing, educational toys/books etc.), birthday or Christmas presents



October 27, 2025: Healthy Child and Youth Living Initiative

Application – to be completed by November 28, 2025

Name	Status Number (if not status, please note)	Birth Date	Residence Address

I agree that I, or a family member, will volunteer for four (4) hours at the UNB Christmas Tree Enchantment 2025, or after the event.

Name: _____

Phone Number: _____

Email: _____

Signature of Parent or Legal Guardian: _____

Have you changed your direct deposit information and/or mailing address?

Yes or No

If yes, please provide updates:

DIRECT DEPOSIT INFO: Bank | Account Number | Transit Number | Institution Number

Updated Mailing Address: _____

Payment to be made out to: _____



October 27, 2025: Healthy Child and Youth Living Initiative

Registered with Another First Nation/Band Form

Please complete this form if you are applying for a child or children that are registered with a First Nation/Band other than Upper Nicola Band.

In November/December 2025, are you receiving Child Prevention or other funding for a child or children that is registered with another First Nation/Band?

Yes or No

First Nation/Band Representative Information

Representative Name & Band: _____

Phone Number: _____

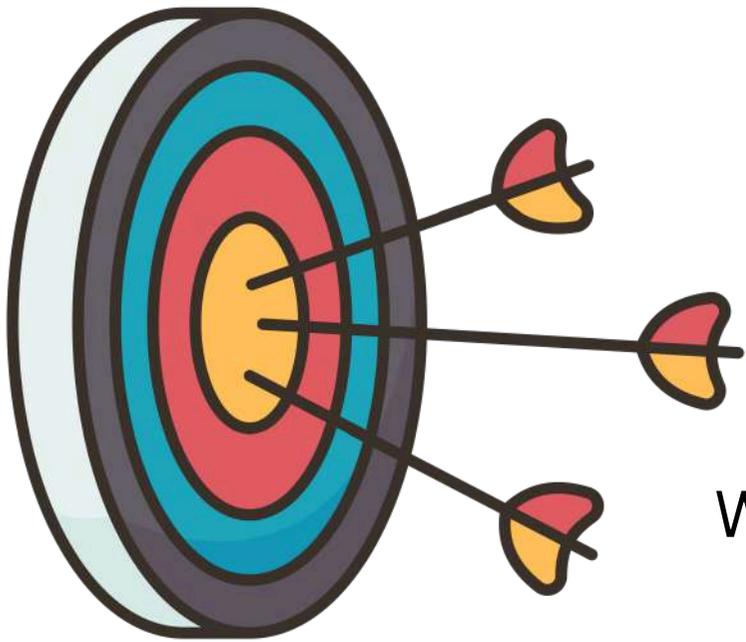
Email: _____

Signature of Representative: _____

**** UNB will follow up with the First Nation/Band Representative.**

Application to be submitted to Nadine Chillihitzia, by November 28, 2025

UPPER NICOLA BAND ARCHERY NIGHTS



Tuesdays
December 2nd,
9th and 16th.

Will continue in January till March

6:00 to 8:00 PM at the
Spahomin Community Hall

Come out and learn and practice Archery with
Trained and Certified Coach Buzz Manuel.

Open to all UNB Members and Community Members.

No experience necessary. Equipment is provided.

Please bring indoor shoes and a water bottle.

Registration is FREE and taken on-site every week.

Bring your own Bow if you have one.



Upper Nicola

For More Information
Contact Buzz Manuel
T: 250-315-3457



k^wu stəmtíma?



Health + Hockey is open to all UNB members ages 16+

HEALTH + HOCKEY IS ABOUT

- Playing hockey and having fun!
- It's like Drop-In Hockey but with skills & drills added each session
- Extra ice time / practice time to get in shape and prepared for upcoming hockey tournaments
- Drug and Alcohol Free Environment
- Open to UNB members ages 16+/ all genders

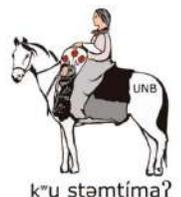
**Ice times are on Sundays from 4 - 5:15 PM at
Shulus Arena on the following days:**

November 30th December 7th and 21st
January 4th and 11th February 1st and 15th
March 1 and 15

**Registration is free! Full hockey gear is required.
Door Prizes each month!**



For more information and to register contact:
Buzz Manuel T: 250-315-3457
E: event.coordinator@uppernicola.com





UPPER NICOLA BAND

FAMILY



SKI & SNOWBOARD LESSONS

AGES 8+

CHILD(REN) AND YOUTH MUST ATTEND WITH AT LEAST 1 PARENT / GUARDIAN

DATES:

JANUARY 17 & 31

FEBRUARY 21

MARCH 7

AT SUN PEAKS



WHAT'S INCLUDED:

LIFT TICKETS, RENTALS AND LESSONS; FUEL CARDS AND PREPAID VISAS FOR FOOD OPEN TO UNB MEMBERS AND FAMILIES. PARENTS WELCOME TO JOIN.

WHAT'S REQUIRED:

UNB BAND NUMBER OR LIVING IN COMMUNITY; JACKET, SNOWPANTS, GLOVES, GOGGLES (OPTIONAL). TRANSPORTATION (FUEL CARDS PROVIDED). FOOD AND SNACKS (PREPAID VISA PROVIDED).

TO REGISTER CONTACT:

BUZZ MANUEL AT C: 250-315-3457 E: EVENT.COORDINATOR@UPPERNICOLA.COM

INFORMATION REQUIRED: NAMES OF WHO'S SKIING OR SNOWBOARDING; LESSONS REQUIRED? RENTALS REQUIRED? IF SO, CURRENT ABILITY & RENTAL SIZING

REGISTRATION DEADLINE: 4PM WEDNESDAY JANUARY 7TH

We are seeking donations of deer hides, brains and antlers. All parts of the animal are of use for future projects in the community.

This Hunting Season Upper Nicola
Departments, sqilx^w4cáwt, K^wu Stəmtíma?
and N'kwala School are seeking
donations of

- Deer Hide
- Deer Brain
- Antlers

For future projects

k^wu k^wuk^wstx^w - Thank you, in advance

Drop off at the spaxmn pithouse

Contact Juanita Lindley

syilx3@uppernicola.com

(250)350-3342



sqilx^w
caw't



UPPER NICOLA BAND

Call out for On-call Firewood Harvesters

Send your letter of interest
to Praharshi at:
hr@uppernicola.com

Must have Valid Class
5 Drivers License and Chainsaw
Safety training.

Rate of pay will be based on
numerous factors

Please call Emily at 250-378-5058
if you have any questions





If you've changed your:

- address
- phone number or
- payment information

Please contact:

Cathy Tom, Account Payables
250-350-3342, ext. 228 or ap@uppernicola.com

We need to have up-to-date information, so payments aren't delayed.



Upper Nicola

Transfer Station Hours



OPEN:

Tuesday, Wednesday, Saturday, Sunday
- 8:00am - 4:30pm

CLOSED:

Christmas, Boxing and New Years Days

Phone: (250) 350-3342

Transfer Station
7400 Douglas Lake Road
Quilchena, BC



Bring Families Together

The Upper Nicola Band will provide up to \$2,000.00 towards family reunions & gatherings until March 31, 2026. Each one of our main families can make one application. You could work on a family tree, socialize, bond, tell stories, or enjoy a meal together.

We are encouraging families to take advantage of this opportunity. If the funds aren't used, they may not be available in future years!

Funds can be used to pay for food, supplies, or activities (not including alcohol). A budget needs to be submitted, and funds will be given for approved costs. Afterwards, receipts need to be submitted.

To apply, please submit:

- Family name
- Name for payment
- Date of reunion/ gathering
- Location
- A clear & concise budget

Ideas for Gathering

- Share a family meal
- Do an activity on the land
 - Camping

To apply or for more info:

Sylvester, *kʷu stəmtíma?* Assistant
kwustem.assist@uppernicola.com



Family Reunion & Gathering Funding Frequently Asked Questions

1

Who is eligible to receive the funding?

Each one of our main families can make one application. The application can be complete by one family member or more. After your budget is approved, the funds will be given to the applicant.

2

Does every family member have to be invited or attend?

The event organizers have to make an effort to invite every family member, but it is up to each individual family member if they choose to attend.

3

When will I receive the funds for the event?

You will receive the funds after your budget is approved. You will need to submit receipts for all purchases afterwards.

4

What can the funds be used for?

The funds can be used to purchase food, supplies, and activities. The funds can't be used to purchase drugs or alcohol.

5

If family members disagree on what to do with the funds, can UNB provide guidance?

Decisions regarding what to do with the funds must be made by the family. If there is disagreement, we encourage the family to have a group discussion and come to an agreement together.

6

How long will this funding be available?

All funding must be used by March 31, 2026.

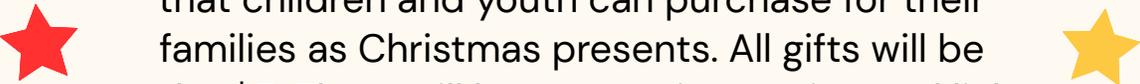
Have more questions?

Sylvester, *k^wu stamtíma?* Assistant
kwustem.assist@uppernicola.com





CHILDREN'S CHRISTMAS MARKET



The market will include new and gently used items that children and youth can purchase for their families as Christmas presents. All gifts will be under \$5. There will be a wrapping station and light snacks. All proceeds will go towards purchasing gifts for Elders in the community and food hampers for local families.

To donate items for the market or for more information, contact:
Annette Alexander
Call 250-280-7990 or send a DM on Facebook

DECEMBER 3 - 4
5PM - 8PM



UPPER NICOLA FIREHALL





EN'OWKIN AUTHENTIC

**INDIGENOUS
CHRISTMAS**

CRAFT *Market*

December 6, 2025 9AM-5PM

154 ENOWKIN TRAIL, PENTICTON BC

*** FREE ADMISSION**

TABLE INQUIRIES:

Catherine Pierre: storywriting@enowkincentre.ca

phone-250-493-7181 Ext. 214

Free Breakfast and Lunch



**First Nations
Confederacy
of Cultural
Education
Centres**

En'owkin Centre



www.enowkincentre.ca



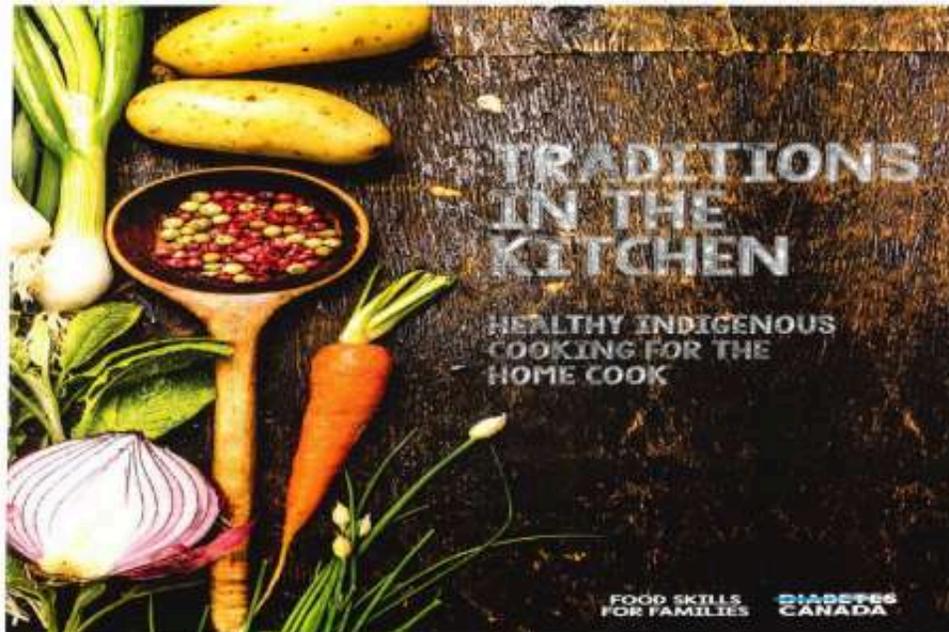
THEYTUS BOOKS

Funded by the
Government
of Canada

Financé par le
gouvernement
du Canada

Canada

Food Skills for Upper Nicola Families



We're running another food skills cooking class – if anyone is interested in coming in for 6 weeks, we will be cooking, learning to work with spices and new foods, having lots of laughter and fun with 11 other members, and learning different ways of cooking.

Our first start date will be in the new year:

- January 14, 21, 28, 2026
- February 4, 11, 18, 2026

This is open to Upper Nicola Band members and the Upper Nicola community. If you're interested, please give me a call to add your name to the list. There is space for 12 people at a time, and we will work in pairs.

To register or for more information:

Debbie Boston - 250-378-5058



M-POWER Scholarships Indigenous Peoples Scholarship

Application Deadline: March 22nd, 2026

Scholarship Overview

McElhanney strives to be a trusted partner to Indigenous communities across Western Canada, and we are proud of the Indigenous talent we employ. With an ongoing commitment to honour, respect, and hear the voices of Indigenous Peoples, our mission is to partner with Indigenous talent who are considering a career in Science, Technology, Engineering, and Math (STEM), Business Support Services, or Administration Services. The McElhanney Indigenous Peoples Scholarship provides Indigenous students and intergenerational community members with the option of completing or upgrading their education while engaging in hands-on training to support their long-term career goals.

Career Paths

Hands-on career training will be made available through full-time or internship opportunities, which are reserved for individuals who have an interest in one or more of the following career paths.

- STEM Services
- Business Support Services (HR, marketing, communications, finance, IT, etc.)
- Administration Services (administrative support)

In your application, please select your career path of interest.

Scholarship Eligibility & Application

To confirm your eligibility for this scholarship and to learn more about the application process, please [visit our website](#).

We welcome applications from Indigenous students of all backgrounds, including, but not limited to, women, persons with disabilities, members of 2SLGBTQIA+ communities, and other equity-deserving groups.

Candidates are also encouraged to apply for an internship or a new graduate opportunity at McElhanney. Check McElhanney's [Careers Page](#) and your post-secondary institution's communications regularly for updates.

Perks

As the recipient of McElhanney's Indigenous Peoples Scholarship, you will receive:

Industry Mentorship Opportunity



Be paired with a McElhanney industry professional who will support you in achieving your professional goals. Together, you will discuss training, coaching, or career aspirations of interest to you.

Financial Support



This scholarship offers up to \$5,000 for tuition, textbooks, supplies, and living expenses (on-campus accommodations).

Real-world Experience



Members of intergenerational communities receive hands-on training for careers at McElhanney, while students in accredited programs are offered paid internships aligned with their career goals.

Recognition



We will share your efforts and accomplishments on McElhanney's website and social media channels (great for your résumé or portfolio).



[Apply Now](#)

Explore all 2025 M-POWER Scholarships:

- [McElhanney Indigenous Peoples Scholarship](#)
- [McElhanney Technical and Digital Innovation in Engineering & Geomatics Scholarship](#)
- [McElhanney Women in Geomatics & Geospatial Scholarship](#)
- [McElhanney Women in Engineering Scholarship](#)

Join the

Upper Nicola Girls Group

November 17, 2025- Group guidelines, make ugly dolls and self esteem discussion.

December 15, 2025- White elephant and peer pressure discussion.

Monthly sessions at Kwustemtima Office- 3512 Hwy 5A, Quilchena from 4-6PM

**7-18
YRS
OLD**



*Register
Now*



SCAN HERE

For More Info:

Debra Manuel (250) 378-7575

Willa Ermineskin (250)378-2771



Upper Nicola



k'u stamtima?

April 1, 2025 to March 31, 2026

Recreational Funding for UNB members.



To be eligible

- Each UN member who is eligible and approved will be allotted up to the amount of three hundred dollars (**\$300.00**), **maximum yearly amount.**
- **Receipts need to be dated between April 1, 2025 to March 31, 2026**

Eligible Activities:

Any recreational activity that includes sports fees and equipment, gym fees and equipment, outdoor activities, equipment, ect

You are also able to submit for traditional supplies you may be buy to do: bead work, Hide tanning, fishing/ hunting and canning

**You can submit your applications to:
Thelma Chillihitzia officemanager@uppernicola.com**



Job Posting

Position: Accounting Supervisor
Department: Finance
Start date: ASAP
Wage: Grade 7 (\$28.56-37.43)
Hours of Work : 40hrs per week
Reports to: Chief Financial Officer

Role:

Upper Nicola Band (UNB) is seeking a highly motivated and detail-oriented Accounting Supervisor to support the efficient and compliant operation of our Finance Department. The successful candidate will ensure financial activities are conducted in accordance with the Upper Nicola Financial Administration Law, organizational policies, and Generally Accepted Accounting Principles (GAAP).

Key Responsibilities:

- Oversee daily accounting functions, including accounts payable, accounts receivable, payroll, and reconciliations.
- Supervise and support Finance staff to ensure accuracy, efficiency, and adherence to established procedures.
- Review posting journals, trial balances, and financial listings to maintain data integrity.
- Prepare and complete month-end and year-end procedures, including audit preparation and budget support.
- Assist with training staff in financial software (Xyntax) and maintain system proficiency.
- Ensure compliance with all applicable financial legislation and policies.

Qualifications/Experience:

- Diploma, degree, or designation in accounting (or equivalent combination of education and experience).
- Minimum of 3–5 years of progressive accounting experience, including at least one year in a supervisory role.
- Experience working in a First Nations organization or government-funded environment is a strong asset.
- Strong knowledge of accounting software (Xyntax experience preferred).
- Excellent organizational, analytical, and communication skills.
- Demonstrated ability to lead a team, meet deadlines, and maintain confidentiality.
- Knowledge of syilx history and culture is an asset.

Required Knowledge, Skills and Abilities:

- Strong understanding of GAAP, financial reporting, budgeting, and auditing procedures.
- Proficiency in accounting software (Xyntax experience an asset) and advanced Excel skills.
- Excellent leadership, communication, and organizational skills with attention to detail and accuracy.
- Ability to maintain confidentiality, exercise sound judgment, and work effectively both independently and in a team environment.

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 thank all applicants. Only those shortlisted for an interview will be contacted.



Upper Nicola

July 3, 2024

CALL FOR ONE MEMBER

UNB Housing Society Board of Directors

On November 22, 2018, UNB received conditional approval for a 26-unit housing development via the BC Housing, Building BC Indigenous Housing Fund. The new homes are being constructed on Lot 142 (previously known as Lot 7), IR 3 Douglas Lake Road, approximately 3kms East of Band Office.

Chief and Council passed a motion at the January 14, 2019, Council to form Housing Society to be responsible for new housing development on Site 7, IR 3 that require arms-length relationship to shield liability of Upper Nicola Band.

The Board of Directors will consist of 5 members that will be appointed by UNB Chief and Council. 5 members include:

1 Member of council	Daniel Manuel appointed in May 2023	
1 Member from administration	Collette Sunday appointed in May 2023	
1 UNB Housing Tenant	Trudy McLeod appointed on February 6, 2024	
Upper Nicola Band Member from the general population	Rita Manuel appointed January 2021	
Upper Nicola Band Member from the general population	Sylvester Cohen Jr appointed in 2019. Resigned November 23, 2023	Needs to be filled.

We are in search of one more person to serve on the UNB Housing Society Board of Directors.

If you are interested in serving on the UNB Housing Society, please submit letter of interest, addressed to UNB Administrator to the UNB Administration Office or by email: admin@uppernicola.com.

If you have questions, please contact Collette Sunday, Band Administrator.



Job Posting – open to UNB Band Members ONLY

Position: i? sqlx^wcawt Community Safety Events Coordinator

Term: Contract base position

Department: Cultural Safety

Start date: ASAP

Wage: Grade 4 (\$19.38-\$25.40)

Hours of Work : 32-40hrs per week

Reports to: Cultural Safety Lead

Role: The i? sqlx^wcawt Community Safety Events Coordinator supports cultural safety and land-based programming by organizing community events that reflect Syilx values of connection, respect, and collaboration. Working with the i? sqlx^wcawt team, Nkwala School, Elders, and others, the role helps create safe, inclusive spaces for cultural learning through the 13 Moons framework and related initiatives.

Key Responsibilities:

- Provide administrative and coordination support to the i? sqlx^wcawt – Cultural Safety Lead and team.
- Plan, schedule, and assist in delivering land-based learning events aligned with the 13 Moons and cultural safety framework.
- Manage event logistics, including venue bookings, transportation, catering, supplies, budgeting, and honoraria.
- Collaborate with Nkwala School to support cultural learning opportunities for students and families.
- Build and maintain respectful relationships with Elders, Knowledge Holders, community members, and departments.
- Assist in creating event materials such as posters and community notices.
- Maintain attendance records, event summaries, and support basic reporting requirements.
- Perform additional duties as needed to support i? sqlx^wcawt programming.

Qualifications/Experience:

- High School Diploma (or equivalent).
- Experience in event coordination, administration, or community engagement.
- Knowledge of or willingness to learn about Syilx cultural values, land-based learning, and trauma-informed approaches.
- Valid driver's license and access to a vehicle daily.
- Ability to travel within the community and attend training sessions, events or workshops.

Required Knowledge, Skills and Abilities:

- Strong organizational and time-management skills with the ability to manage multiple priorities.
- Comfortable using Microsoft Office (Word, Excel), email, and scheduling tools.
- Strong communication skills—clear, respectful, and community-oriented.
- Ability to work independently and collaboratively within a team.
- Valid driver's license and reliable transportation is an asset.
- Criminal Record Check is required.

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.



Upper Nicola

Job Posting

Position: Early Childhood Educator
Department: UNB Daycare/Headstart
Term: Permanent Full Time
Start date: ASAP (or until position is filled)

Wage: Commensurate with experience, as per salary range for Grade 4 level employee -UNB Personnel Policy

Reports to: Daycare/Headstart Manager

Role:

The Early Childhood Educator provides education and development services to children aged 0-5. The Early Childhood Educator works specifically in the UNB Daycare/Headstart.

Key Responsibilities:

- Develops and provides excellent curriculum-based programming for the children that promotes Syilx Okanagan culture and language, school readiness, health & nutrition, and social support.
- Keeps records as pertinent to the program i.e., Attendance, Incidence, Fire Drill, etc.
- Follows policies and procedures as outlined by the Ministry in accordance with licensing policies and UNB policies.
- Prepares and provides nutritious snacks for the children.
- Promotes health and hygiene, to prevent the spread of illness, by following best practices for hand washing, diapering, food preparation and by implementing regular cleaning routines (sanitization of toys, kitchen, and other surfaces).
- Keeps a neat and organized work environment.
- Meets and greets parents and guests in a professional manner.
- Communicates with the parent and provides written and oral communication regarding all incidents both positive and negative. Updates professional qualifications in a timely manner.
- Enhances personal skills as part of professional development. Administers assessments (ex. Ages and stages).
- Performs all duties and responsibilities in accordance with the UNB policies, standards, and procedures, and as directed by the UNB Headstart Manager.

Qualifications/Experience:

- BC Early Childhood Educator License or pursuing
- Valid First Aid with CPR Level B
- Valid Driver's License and acceptable driving record
- Valid Food Safe Certificate (preferred)
- Acceptable Criminal Record Check (with Vulnerable Sector Search)
- Minimum 2 years Early Childhood Educator experience (preferred)
- TB Screen is required annually

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

Human Resources

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 will be contacted.



Job Posting

Position: Grant Writer

Department: Administration

Start date: Open Until Filled

Wage: Grade 5 (\$25.00 - \$30.00 per hour)

Hours of Work : 32-40hrs per week

Reports to: Band Administrator

Role:

The Grant Writer is responsible for researching, developing, reviewing, and editing grant proposals to support the Upper Nicola Band's programs and initiatives. This role requires strong research skills, excellent writing abilities, and the capacity to liaise between the Band and funding agencies. The Grant Writer will contribute to identifying new funding opportunities and help ensure successful submission of grant applications.

Key Responsibilities:

- Research and review potential funding sources from government, foundations, and corporations.
- Develop and write grant proposals, ensuring clarity, accuracy, and compliance with funder requirements.
- Coordinate interdepartmental meetings to identify and prioritize funding needs.
- Edit grant proposals for accuracy and quality before submission.
- Provide timely updates and advice on funding opportunities and the application process.
- Establish and maintain relationships with external funding agencies.
- Track and report on the status of grant applications, including preparing quarterly or annual reports for funding agencies.
- Maintain confidentiality of financial records and grant materials.
- Ensure compliance with all funding requirements and regulations.
- Perform other duties as required.

Qualifications/Experience:

- Bachelor's Degree in English, Communications, or a related field (preferred).
- 1-3 years of experience in grant writing or a similar role.
- Previous experience in a government agency is preferred.
- Valid Driver's License required.
- Strong knowledge of the grant application process and fundraising strategies.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to work under pressure to meet deadlines.
- Ability to develop strategic plans and provide documentation to support grant requirements.

Required Knowledge, Skills and Abilities:

- Knowledge of public and private funding sources, proposal development, and compliance requirements.
- Experience with basic budgeting and financial concepts.
- Strong problem-solving skills and critical thinking.
- Ability to adapt in a fast-paced environment and manage multiple priorities.
- Ability to work both independently and as part of a team.
- High level of discretion in handling sensitive information.

Feedback & Contact

Phone: 250-350-3342

Fax: 250-350-3311

**Mail: General Delivery
Douglas Lake, BC, V1K 1S0**

Website: www.uppernicola.com

Email: communications@uppernicola.com

Facebook: <https://www.facebook.com/uppernicola/>

Instagram: @uppernicola

X/Twitter: @band_upper

YouTube: @uppernicolaband

TikTok: @uppernicola



Upper Nicola

Stay Connected

There are multiple ways you can stay connected to what's happening in Upper Nicola.



Community News & Calendar

www.uppernicola.com/community-news
www.uppernicola.com/events



Newsletter

Receive it in person, via email, or find it on our website.



So You Know Audio Newsletter

www.youtube.com/@uppernicolaband



Upper Nicola Sylix Band App

You can download the app onto your phone.



UNB Live on YouTube

www.youtube.com/@uppernicolaband



Facebook

www.facebook.com/uppernicola



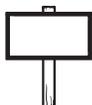
Instagram

www.instagram.com/uppernicolaband



X (formerly Twitter)

https://x.com/band_upper



Digital Sign

Located at the corner of Hwy 5A & Douglas Lake Rd



TikTok

www.tiktok.com/@uppernicola

Get In Touch

communications@uppernicola.com | 250-280-3772

