



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Administrative Assistant
DEPARTMENT: Le Estcwicwéy Department
SUPERVISOR: Le Estcwicwéy Manager(s)
TERMS: Full-Time, Temporary Minimum 1 Year
REFERENCE #: 2024-090

Purpose of Position:

The Administrative Assistant is responsible for providing a variety of administrative and program support services. This position will also provide specific support to the Le Estcwicwéy department for project deliverables. The Administrative Assistant provides efficient office management, committed to supporting and performing functions related to the Le Estcwicwéy for the TK'emlúps te Secwépemc, (TteS). This department is client centered, focuses on a variety of administrative, operational, and specialized functions for the TteS.

Duties and Responsibilities:

Provides clerical and administrative support to the Le Estcwicwéy department.

- Preparing, editing and processing a variety of correspondence and administrative documents.
- Screening mail, email and telephone inquiries specific to Le Estcwicwéy
- Organizing and maintaining electronic and paper files
- Organizing and submitting department financial payables forms in alignment with TteS financial policy and procedures
- Makes travel arrangements for the department including travel expense claims and invoices.
- Provide information, coordinate the dissemination of information, and conduct follow-ups for Le Estcwicwéy.
- Manage multiple requests at the same time and in a context of changing priorities and tight deadlines.
- Manage inventory and office supplies.

Assists in coordination, organization and tracking of all meetings.

- Manages department calendar for workshops, events, and meetings.
- Drafts agendas and distributes background information, documents, and materials.
- Takes minutes of meetings, summarizes information, highlights decisions and commitments and distributes to participants.
- Set-up of technical equipment for meetings (Teams, owl camera, recording, etc.)
- Organize virtual meetings with participants from various organizations.

Coordinates and maintains the schedule for the unit and/or direct report.

- Reviews, processes, and screens all incoming materials and communications.

- Prioritizes relevant material.
- Monitors deadlines
- Responds to requests for information as required

Professional Certification, Education and Experience:

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Office Administration certificate or similar, plus one year of related experience, or an equivalent combination of education, training, and experience.

Supervision or Training Duties:

Willingness to participate in cultural training.

Special Requirements:

- Knowledge of Secwépemc culture, history, protocols, and lifestyle is an asset. Ability to work in a team environment.
- Demonstrated experience successfully working in an indigenous organization and cultural contexts and a thorough understanding of Tk'emlúps/Secwépemc culture/history and protocols.
- Follow Secwépemc cultural procedures and protocols for on-site and visiting Elders, Traditional Knowledge Keepers, and Guests to ensure their comfort and safety. Knowledge of Secwépemc protocols, practices, and worldviews
- Maintains a functional knowledge of all TteS administration, finance law, Shuswap Nation Declaration, Truth, and Reconciliation Calls to Action 71-76 in accordance with TteS protocols, Missing Children and Unmarked Burials and the United Nations Declaration on the Rights of Indigenous People.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: \$20.08-\$22.18 depending on education & experience

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is November 7th, 2024 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment/>
or at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 am to 4:00 pm &
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>**

Any late submissions or submissions without the job application form will not be considered.