



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: ISETS Housing Summer Internship (2-openings)
DEPARTMENT: Housing Department
SUPERVISOR: Manager, Housing
TERMS: Full Time, Term (April 21, 2025, to August 29, 2025)
REFERENCE #: 2025 - 044
ISETS REF #: SS310-26032

This is an outside-funded position. All applicants must meet the ISETS eligibility criteria below:

ISETS eligibility requirements:

- Eligibility will be confirmed to the right to funding of Aboriginal status, non-status, and Inuit students.
- Individuals must reside within the ISETS catchment area.
- All individuals applying for the Summer Student program are required contact the ATEC office (250-554-3556) to obtain a program referral from an ISETS employment counselor to confirm program eligibility before applying. Please provide contract # SS310-26032 to the counselor.
- Must be a minimum of 15 years of age at the time of hiring.
- Must be a student who was a registered full-time student during the previous academic year and is returning to school full-time in the following academic year.
- Must have a valid Social Insurance Number.

Purpose of Position:

The purpose of this position is to provide administrative support to the entire Housing Department, specifically to the Housing Assistant and Filing Clerk. This position will also include physical filing and electronic filing, as well as outgoing mail.

Duties and Responsibilities:

1. Resource to digitalize Housing Department paper records over to the electronic filing system. (90%)

- Digitalize Housing Departments paper records older than seven years and migrate them to an electronic filing system.

- Records information and necessary paperwork in the members' files.
- Tracks outgoing mail and distribution to relevant recipients.
- Maintains confidentiality on all matters relating to the affairs of TteS.
- Responds to all incoming requests(email/phone) within two business days of receipt. This includes acknowledging the request, providing an update on progress if needed and ensuring a final resolution or next steps are communicated while maintaining a professional and helpful demeanor in all communications
- Prioritizes and responds to requests from upper management within one business day. Provide clear and concise information and escalates any roadblocks or potential delays immediately.
- When research is required to fulfill a request, they communicate the need for additional time to the requested within the standard response timeframe (two business days for general requests, one business day for management). Provides an estimated completion date and keeps the requested updated on progress.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.

2. Support Housing staff as required. (5%).

- Be aware of Secwépemc cultural protocols in connection with all departmental activities.

3. All Other related duties as required. (5%).

- Works cooperatively with others to support TteS's respectful workplace and to provide quality seamless customer service.
- Participates in workshop training programs and seminars provided by TteS to upgrade skills and knowledge relevant to the position.
- Demonstrates continuous effort to improve TteS operations, decrease turnaround times and streamline work processes.
- Share information and request feedback from TteS membership at General Band Meetings, Annual General Meetings, and through weekly internal communications as appropriate and requested.

Professional Certification, Education, and Experience:

- Must be a student and returning to school in the fall of 2025 to meet eligibility requirements
- A combination of 1 year clerical/administrative support experience, education and/or training.
- Experience/training in keyboarding, word processing, spreadsheet, the Internet, databases and other standard computer applications.
- 50 words per minute keyboarding speed
- Must possess reliable transportation

Skills and Abilities

- Strong tact and diplomacy and ability to deal with difficult clients.
- Excellent organizational and planning skills.
- Knowledge of Housing funding agencies, (CMHC, INAC, ISC, TteS) is an asset
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Ability to work in a multi-cultural setting.
- Exceptional interpersonal and communication skills with ability to use tact and diplomacy.
- Flexible, committed and enthusiastic.
- It is expected that all TteS employees be willing to continuously upgrade their skills and knowledge, and to further their formal training.

HOURS OF WORK: 7-hour day shifts.

PAY GRADE: \$19.14 per hour.

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 April 18, 2025, 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.