



# Okanagan Indian Band

## EMPLOYMENT OPPORTUNITY

DEPARTMENTS: EDUCATION, LANGAUGE AND CULTURE

JOB TITLE: LANGUAGE AND CULTURE PROGRAMS ADMINISTRATIVE ASSITANT

We are looking to fill this important position within our Education, Language and Culture Team. If you are interested in working with people, are detail oriented, have excellent communication and organizational skills and a desire to be part of a collaborative team, this position is for you.

**PLEASE SEE COMPLETE JOB DESCRIPTION BELOW**

**Hours of work:** Monday – Friday (30 hours/ week, up to 37.5 hours/week)

**Start date:** February 2022

**Deadline for Applications:** January 28, 2022

Please send resume, cover letter and references in any one of three ways:

Email: [recruiting@okanagan.org](mailto:recruiting@okanagan.org)

Fax: (250) 542-4990

Mail: 12420 Westside Road, Vernon, BC V1H 2A4

A ***Criminal Record Check***, and **3 References** are required.

*ONLY THE APPLICANTS WHO ARE SELECTED FOR AN INTERVIEW WILL BE CONTACTED*



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*The OKIB offers a welcoming team environment and a rewarding job experience. You can expect a supportive work environment, a total compensation package which includes a competitive wage, extended health and dental benefits, pension plan, 3 weeks vacation to start and Band paid Christmas Closure Days. Discounted lift tickets at Silver Star are available for all OKIB employees.*

### PURPOSE AND KEY FOCUS

The Language and Culture Program Administrative Assistant is responsible for providing support services in an effective and efficient manner to the Language and Culture programs and support the Language and Culture Lead.

### JOB SUMMARY

Language and Culture Program Administrative Assistant is responsible for providing support to the Language and Culture Lead and additional support to other Language and Culture staff and programs. Such support will entail clerical, financial and administrative duties in order to provide services in an effective and efficient manner.

### REPORTING STRUCTURE

Reports to the Language and Culture Lead

### JOB DUTIES AND RESPONSIBILITIES

- Provide office support services in order to ensure efficiency and effectiveness within the Language and Culture team.
- Receive and direct Language and Culture request forms.
- Assist in planning, communication and preparation of meetings and conferences; including of meeting agents and kits, facility rental bookings, and travel arrangements and zoom/conference calls.
- Liaises with internal and external groups to coordinate Language and Cultural activities (flag raising ceremonies, elders, drummers, artisans, information sessions or etc.)
- Liaise with other OKIB staff and membership
- Performs all duties and responsibilities in accordance with the OKIB policies and procedures

### ADMINISTRATIVE DUTIES:

- Assist the Language and Culture Lead in special projects or events as requested
- Create and maintain contact and financial records using Excel and or other database management tools
- Create Purchase Orders for office supplies, language and culture program supplies, etc.
- Liaise with other OKIB staff and membership
- Attend meetings when required
- Perform other duties as required
- Perform all duties and responsibilities in accordance with the OKIB policies and procedures



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- Participate in community events as requested
- All persons employed by the OKIB may be required to assist the Band in providing emergency services. Duties assigned during an emergency may differ from regular duties

### FINANCE DUTIES

- Maintain the current and accurate electronic filing and tracking system for payment vouchers, purchase orders, etc.
- Receive, record, and secure incoming cheques/cash
- Assist in preparations for committee meetings including photocopying and scheduling (as required)
- Provide word-processing and secretarial support

### QUALIFICATIONS

#### Education

- Grade 12 or equivalent
- Office Administration Certificate or Diploma in Business Administration Certificate an asset
- An equivalent combination of education and experience may be considered
- Valid BC Driver's license, Class 5 and reliable vehicle.

#### Experience

- Bookkeeping experience (creating spreadsheets and formulas) an asset
- Experience working with confidential information
- Experience working with First Nations communities

#### Competencies (KSAs & Desired Attributes)

- Advance level ability with Microsoft Suite (including Word, Excel, and Power Point)
- Excellent time management and organizational skills
- Solid verbal and written communication
- Exceptional interpersonal skills
- Ability to work with frequent interruptions and with changing priorities
- Self-motivated and engaged
- Exceptional interpersonal and customer service skills
- Ability to maintain confidentiality

### DIRECT REPORTS

None

### CLASSIFICATION/PAY SCALE

\$17.00 - \$21.00 dependent on experience.

*Preference may be given to those having knowledge of the Okanagan culture and traditions*