



S.A.Y. Lands Office

The S.A.Y. Lands Office is committed to managing the lands on behalf of its partner communities in a manner which promotes safety, environmental protection, and sustainability. Our employees enjoy the ability to be a part of a positive environment of communities with strong leaders and committed community members.

Administrative Assistant

TEMPORARY FULL-TIME (April 1, 2018-March 31, 2019) \$15.00/hr (Group 3)

Under the direction of the General Manager/SAY Lands Manager, the Administrative Assistant will support the lands office specifically related to administration for our communities of Skowkale, Aitchelitz, Yakwekwioose and Kwaw Kwaw Apilt. Key responsibilities include:

- Filing, photocopying, phone calls and other clerical duties related to housing maintenance
- Package assembly for meetings
- Booking meeting facilities and catering for community events and meetings
- Taking/typing up meeting notes
- Supporting the leadership and staff in the communities for administrative and front-line services such as registrations, reporting, minute assembly, coordinating events, planning events, marketing, advertising, et cetera
- Creating/developing forms, pamphlets, educational materials, flyers as necessary
- Other activities as directed by the SAY Lands Manager and/or Chief and Council

Successful candidates will have/be:

- Experience working with First Nations communities or equivalent experience
- Good oral and written skills
- Ability to work as a team member
- Good organizational skills and initiative
- Good computing skills, including ability to use Microsoft Office application software
- Knowledge of office administration, or willing to learn
- Class 5 Driver's license is an asset
- Reliable transportation
- A valid Social Insurance Number (SIN) card
- Working age; no longer required by law to attend school
- First Nations
- Long-term unemployed (3 months or more; funder requirement)
- No receiving Service Canada supports funding

Office space may be shared and noise or interruptions can be expected. Multi-tasking and deadlines can be expected.

HOW TO APPLY

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to manager@skowkalefn.com by **March 23, 2018 at 4:00 p.m.**

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit to a police information check (if applicable).