



## **POSITION TITLE: Administrative Assistant**

### **TERM: Two Full-Time, Temporary Post-Secondary Student Positions (16 WEEK ABORIGINAL SKILLS EMPLOYMENT AND TRAINING STRATEGY PROGRAM - ASETS)**

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Skeetchestn, Tk'emlúps te Secwépemc, Simpcw, and Whispering Pines/Clinton and who reside in Kamloops and the surrounding areas up to and including Chase, Logan Lake and Savona.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework.



Working under the guidance of the Director of Human Resources and/or Program Manager, the successful candidates will gain practical office administrative experience and play a key role in providing administrative support to the various departments within the Agency.

ASETS receives funds from Human Resources & Skills Development Canada (HRSDC) to provide training and employment opportunities to Aboriginal people within the Central Interior of British Columbia.

A referral must be completed with an Employment Counsellor at the Aboriginal Training and Employment Centre (ATEC) located at:

- 144 Briar Ave, Kamloops, BC V2B 1C1  
Phone number: (250) 554-4556

An interview with an Employment Counsellor at ATEC must be completed prior to applying for this position to determine if you meet the eligibility requirements for the position.

## **Job Summary**

The Administrative Assistant effectively carries out administrative and support functions providing employees with effective, professional, and timely assistance and solutions to their administrative requirements. The



administrative Assistant must have excellent administration and customer service skills, as well as a pro-active approach to initiating and following through with a variety of administrative projects.

## Qualifications

- Currently attending a Post-Secondary Institution and returning to studies in the Fall 2022.
- Familiarity with the seven Secwépemc communities affiliated with the agency.

## **Skills and Abilities:**

- Ability to work independently and build effective interpersonal relationships;
- Strong team orientation, maturity, professionalism and customer service attitude;
- Strong communication skills;
- Exceptional organizational skills, time and priority management skills;
- Proficient in Microsoft Office (Outlook, Word, Excel and Power Point), Adobe Acrobat and Social Media Web platforms;
- Recognizes and respects all cultural diversity and has an understanding of local Aboriginal culture and traditions.

## Working Conditions:

- Occasional travel required;
- Potential for violence in the workplace;
- Hours of work are nonstandard and connected to services and community needs;
- Receives regular supervision with direction and checks of the work performed.

## Conditions of Employment

- Must be able to obtain and maintain a Criminal Record Check;
- Must be able to obtain and maintain a valid BC Driver's Licence class 5 no restrictions;
- Must provide a vehicle in good operating condition and appropriate insurance to meet program requirements.

## Pay Grade

- Starting wage \$23.9610



## **SUBMIT COVER LETTER AND RESUME**

### **Stacey Archie – Human Resource Assistant**

By 4:30 pm on May 13<sup>th</sup>, 2022

300 Chilcotin Road, Kamloops, BC V2H 1G3

[Stacey.archie@secwepemcfamilies.org](mailto:Stacey.archie@secwepemcfamilies.org)

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.