



POSITION TITLE: Cultural Program Assistant

TERM: Full Time, Permanent

SUPERVISOR: Cultural Integration Team Leader

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.

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.



Job Summary

The Cultural Program Assistant will assist the Secwepemc Child and Family Services Agency (SCFSA) Cultural Program Coordinator(s), Cultural Worker(s) and the Elder's Coordinator in designing, developing, implementing and coordinating programs and services specifically designed for Indigenous children, youth, families and communities residing in the Secwepemcúl'ecw.

Qualifications

Education and Experience:

- Graduation from High School Grade 12 or equivalency
- Extensive knowledge of Secwépemc culture and traditional practices
- One to three years of experience with First Nations families, youth and children
- One year of experience in an administrative role
- A combination of education and experience will be considered

Skills and Abilities:

- Strong listening, oral and written communication skills
- Ability to be open to learn cultural teachings

Main Office:

153 Kootenay Way, Kamloops, BC V2H 0E6
Ph: 250-314-9669 Fax: 250-314-9609



- Able to teach and share cultural teachings with children, youth and families
 - Sound knowledge of colonial history, its impacts on children, youth, families and communities
 - Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point)
 - Ability to establish and maintain interpersonal relationships with staff, families, caregivers and community professionals
 - Ability to self-regulate, meet deadlines, have attention to detail, and respect confidentiality
- Recognize and respect all cultural diversity

Working Conditions:

- Travel to multiple locations will be required
- 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
- We offer a modified work week schedule, time off at Christmas, team days, cultural training and elder support

Directly Supervises:

- none

Pay Grade:

- starting wage \$27.4830 per hour

SUBMIT COVER LETTER and RESUME

Human Resources Department
hr@secwepemcfamilies.org
153 Kootenay Way, Kamloops, BC V2H 0E6
Posted until January 26, 2026 at noon

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.

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