



Stó:lō Service Agency - Human Resource Office

Building #5A-7201 Vedder Road
Chilliwack, BC V2R 4G5

March 15, 2019

TARGETED WAGE SUBSIDY
INDIAN REGISTRY ADMINISTRATIVE CLERK
(EXTERNAL)

Stó:lō Service Agency requires the services of a qualified **Indian Registry Administrative Clerk** to fill a vacancy with the **Indian Registry Program** of the **Operations Department**. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. Please self-identify on your cover letter or resume.

The Indian Registry Administrative Clerk will assist with scheduling of appointments for the Indian Registry department, coordinating band membership activities for the fourteen (14) Stó:lō member communities, assist with filling out paperwork for clients and filing. The clerk will also mentor under the Indian Registry Administrator to learn how to possibly take over the Administrator position.

This position reports to Indian Registry Administrator. The successful candidate will work out of the Central (Chilliwack) office. Some travel may be required for this position.

TARGETED WAGE SUBSIDY FUNDING REQUIREMENTS:

- Must be First Nations/Inuit
- Must be working age
- Unemployed (3 months or more) or under employed

QUALIFICATIONS/REQUIREMENTS:

- Must be available to take the 5 day Indian Registry Administrator Training course held by Indigenous Services Canada
- Actual experience (minimum of 1 year) in any or all of the tasks cited in the specific duties and responsibilities.
- Grade 12 Graduate/GED with courses in Office Administration, Business Administration, and/ or related courses. *Preferred*
- Skills, training, knowledge and experience in maintaining the Indigenous Services Canada Indian Registry and Band Lists Program. *Preferred*
- Ability to operate a computer, a FAX machine and other office equipment.
- Computer skills (EXCEL/ MS OFFICE) are desirable characteristic supplemented by an aptitude for detailed work, ability to follow instructions, and possess basic analytical skills.
- Ability for being organized, and must have good coordination and monitoring skills and able to keep good recording system.
- Ability to work independently and with minimum supervision.
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.
- Ability to maintain a healthy working relationship with staff, community representatives/members and representatives of other organizations
- Maintain the confidentiality guidelines of all records, materials and communications concerning clients, staff and Stó:lō Service Agency
- **Successful candidates will be required to provide the following if screened in for an interview:**
 - Proof of education documentation
 - References: Three names and phone numbers of recent supervisors
 - Must possess and maintain a valid Class 5 BC Drivers' License
 - Must successfully pass the required pre-employment Ministry of Public Safety and Solicitor General Check.

SALARY RANGE:

\$15.00 - \$16.00 per hour, based on qualifications/experience.

TYPE OF POSITION:

1 year Term Position (April 2019 to March 2020). May lead to full-time employment. Full-time with benefits, subject to 3-month probationary period and planned performance evaluations.

APPLICATIONS DEADLINE:

4:00 PM, Friday, April 29th, 2019

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume and covering letter.** Please include position title on subject line. Send to:

Stó:lō Service Agency Personnel Department
Bldg. #5A, Floor #2 – 7201 Vedder Road
Chilliwack, BC V2R 4G5
Email: jobs@stolonation.bc.ca
Fax: (604) 824-5342

For more information about this and other employment opportunities, visit www.stolonation.bc.ca

We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest.