



Stó:lō Service Agency – Human Resource Office

Bldg. # 5A - 7201, Vedder Road, Chilliwack, B.C., Canada, V2R, 4G5

Tel. (604) 858-3366

Fax. (604) 824-5342

April 23, 2019

EVENTS ASSISTANT
SUMMER EMPLOYMENT PLACEMENT
(INTERNAL)

Stó:lō Service Agency requires the services of a qualified **Events Assistant – Summer Employment Placement** to fill a vacancy with the **Health Services Department**.

The **Events Assistant** will provide assistance in planning and coordinating a variety of events and activities for the Stó:lō Nation Health Services Team. The student will learn the many duties and administrative support services involved in organizing events and other activities as described below.

This position reports to the Health Services Executive Assistant. The successful candidate will work out of the Central (Chilliwack) office. Some travel may be required for this position

QUALIFICATIONS/REQUIREMENTS:

- **Must be a Secondary School Student** who is returning to school in September 2019 – Proof of enrollment will be required
- Some experience of the tasks cited in the specific duties and responsibilities
- Ability to operate a computer, a FAX machine and other office equipment
- Mathematics and computer skills (EXCEL/ MS WORD/ Power Point) are desirable characteristics supplemented by an aptitude for detailed work, ability to follow instructions, and possess basic analytical skills
- Ability to be organized with excellent planning, coordination, monitoring, evaluation and recording skills and works independently with minimum supervision and in a team environment
- 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

SALARY RANGE:

\$14.00 per hour

TYPE OF POSITION:

Summer Employment Placement position - July to the end of August 2019

APPLICATIONS DEADLINE:

4:00 PM, Friday, May 17th, 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:

Sto:lo 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.