



## **Stó:lō Service Agency – Human Resource Office**

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

September 17, 2024

### **EMPLOYMENT RESOURCE ROOM/RECEPTIONIST** **(EXTERNAL)**

**Stó:lō Service Agency (SSA)** requires the services of a qualified **Resource Room/Receptionist** to fill a position with the **Stó:lō Aboriginal Skills & Employment Training (SASET) 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 Resource Room/Receptionist will: a) provide professional, courteous reception and resource room greetings referring clients to the employment services as required; b) promote programs and initiatives supported by the Indigenous Skills & Employment Training (ISET) funding agreement; c) provide administrative support to the Outreach Supervisor; d) maintain resource room, classrooms information boards in the Employment Resource Centre and e) provide maintenance and archival of the Employment Resource Centre filing systems.

**The successful candidate will work out of the Central (Chilliwack) office.**

#### **QUALIFICATIONS/REQUIREMENTS:**

- Post-Secondary education and/or equivalent 2 years of training and experience in administrative support and reception/resource room duties.
- Familiarity with the Indigenous Skills & Employment Training Contribution Agreement (ISET CA), SASET catchment area, First Nation Community's culture, and working knowledge of First Nations economic, social, and political issues.
- Strong professional written and verbal communications skills.
- Willingness to expand skillset if required by SASET funded professional development.
- Strong computer skills: MS Word, MS Excel, database, and organizational and multi-tasking abilities.
- Ability to maintain: a healthy courteous working relationship with staff, community staff, members, and representatives of other organizations; adhere to the confidentiality guidelines of all records, materials and communications concerning clients, staff, SASET and SSA.
- SSA has implemented a mandatory COVID-19 vaccination policy, requiring all staff to be vaccinated.

**Successful candidates will be required to provide the following if screened in for an interview:**

- Proof of education documentation
- References: Three names and emails/phone numbers of recent supervisors
- Must possess and maintain a valid Class 5 BC Drivers' License
- Proof of vaccination against Covid-19.
- Must successfully pass the required pre-employment Ministry of Justice Criminal records Check.

#### **SALARY RANGE:**

**\$20.00 - \$23.00 per hour** based on knowledge and experience.

#### **TYPE OF POSITION:**

**Full-time with benefits**, subject to 3-month probationary period and planned performance evaluations.

**APPLICATIONS DEADLINE:**

**4:00 pm September 30, 2024**

*Candidates will be screened according to the qualifications/requirements. Preference may be given to candidates of indigenous ancestry under Section 16(1) of the Canadian Human Rights Act.*

**Stó:lō Service Agency – Human Resources**  
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