



# **S.A.Y. LANDS OFFICE**

[www.saylandsoffice.ca](http://www.saylandsoffice.ca)

The S.A.Y. Lands Office is committed to managing the lands on behalf of its partner communities in a manner that promotes safety, environmental protection, and sustainability. Our employees enjoy being a part of a positive environment of communities with strong leaders and committed community members.

## **CULTURAL PROGRAMS ASSISTANT**

**12-Month term position**

**Wage: \$ 18.00/hour**

The S.A.Y. Lands Office currently has an opening for a *Cultural Programs Assistant*. This is a **12-month fixed term position** that is responsible for supporting language and cultural programming. This role will also work to preserve culture by recording history of communities, documenting elders' oral history, archiving documents, digitizing recordings, etc.

Working out of our new S.A.Y. Lands office, in the field and the community, this position will have the following responsibilities:

- Provides input and recommendations with regard to existing or proposed programs.
- Delivers language and culture programming
- Recording and documenting community histories, elder oral history
- Archiving documents and digitizing recordings
- Engage with community members to support and encourage program participation
- Schedules daily activities and programming.
- Establishes a welcoming, safe environment for all participants and ensures quality programming is delivered.

### **Knowledge, Skills, and Abilities**

- Ability to quickly build relationships with children and youth, caregivers, and families.
- Well-developed written and verbal communication skills.
- Strong planning skills.
- Foundational to intermediate computer skills including using MS Office (Word, Excel, Outlook, and PowerPoint).
- Well organized and proactive with strong time management skills.
- Ability to adapt to changing priorities.
- Capability to maintain confidentiality.

### **Training, Education, Certification, and Experience**

- Satisfactory Vulnerable Sector Criminal Record check
- Valid B.C. Class 5 Driver's license

Office space may be shared and noise or interruptions can be expected. Multi-tasking and deadlines can be expected.

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### **HOW TO APPLY**

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to [manager@skowkalefn.com](mailto:manager@skowkalefn.com), position is open until filled. *(Please include position title in the subject line)*

*While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Preference may be given to candidates of First Nations ancestry and have knowledge of local First Nations traditional customs and practices.*