



SQ'EWQÉYL FIRST NATION

www.skowkaefn.com

The S.A.Y. Lands Office manages lands on behalf of Skowkale, Aitchelitz and Yakweakwioose First Nations, the three communities have joined hands to build The'í:tselíya (Health & Administration Building) and require the assistance of an Generalist to assist with the many components we will face with moving into the new building this fall.

ADMINISTRATIVE GENERALIST

(Funded by FNEsc – SWEP Student Work Experience)

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Assisting and Supporting Administration Staff, filing, newsletter, office organization, and setup
2. Assisting and Supporting Maintenance Staff, where needed
3. Major responsibility is supporting staff when the Lands office and Skowkale move into the new Community Centre
4. Supporting any other programs that may be going on
5. Monitoring and managing pack-up of current offices

KNOWLEDGE AND SKILLS REQUIRED:

1. Ability to manage a group of school-age children
2. Past the age of 18 years
3. A valid Social Insurance Number (SIN) card
4. Understanding of First Nations culture
5. Good oral and written skills
6. Ability to work as a team member
7. Good organizational skills and initiative
8. Experience with administration/or maintenance
9. Current first aid certification (desirable)
10. Clear criminal record check
11. Ability to physically perform the active duties required

PERFORMANCE COMPETENCIES AND CRITERIA:

- Demonstrates ability to perform basic administrative/or maintenance tasks
- Demonstrates good written and oral communication skills
- Demonstrates ability to work collaboratively with others
- Demonstrates ability to engage with the community children, parents and community members in a constructive and respectful manner
- Demonstrates problem-solving skills and initiative
- Demonstrates good time management skills
- Contributes to development of a professional and collaborative working environment

WORK CONDITIONS:

- Indoor and outdoor moving expected
- Current work site is a shared office
- Multi-tasking can be expected

TERMS OF EMPLOYMENT:

- Employee signs a standard form contract of employment
- Term of employment is temporary, Full Time (35hrs week x 8 weeks)
- Hourly wage of \$15.20/hr, payable biweekly and not in advance
- If no exemption applies, deductions will be made at source according to law
- If applicable, employer contributions will be made at prescribed rates to CPP, EI, WCB and vacation pay

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@skowkaefn.com (Please include position title in the subject line). **OPEN UNTIL FILLED**

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.