



Skwlāx te Secwepemcúlecw Job Posting

Department: Administration

Position: Education Assistant

The Organization:

Skwlāx te Secwepemcúlecw (SteS) is traditionally known as Skwlāx, which translates to Black Bear in Secwépemctsin, the traditional language. SteS has a unique vision and drive; the Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ka Spa, and Little Shuswap Gas Station has helped promote Secwepemc culture, and allowed the SteS people to develop world class accommodation and leisure activities. The governance structure of SteS is unique and forward-looking, divided into four distinct sectors:

Administration	Covering programs and services for Band members
Wellness	Responsible for the overall health and wellness of the community
Territorial Stewardship	Addresses title and rights issues and external government-government relations
Economic Development	Oversees the business operations of the community and works to promote a strong, resilient economy for the community. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward

The Opportunity - A Day in the life of the Education Assistant:

Under the direction of the Education Director, the Education Assistant is an integral part of a team that assists SteS students achieve academic success and provides support services. The Education Assistant will develop, coordinate and organize SteS student field trips, career fairs, and work experience relevant to education with SteS students.

Requirements - What you bring to the organization:

- Minimum Grade 12 or Equivalency
- Previous Experience working in an Indigenous Education Environment
- Strong Administrative skills;
- Excellent Organizational and Communication Skills;
- Ability to Coordinate events, fieldtrips, etc.
- Knowledgeable with Microsoft 365;
- A valid Driver's License and reliable transportation is required;
- Clear Criminal Record Check/Vulnerable Sector Check.



Specific Duties and Responsibilities (include but not limited to):

- Assist with Education Administrative Duties as required by the Education Director;
- Coordinate and Implement Education Grant Projects specific to proposal requirements;
- Develop, Coordinate, and Organize SteS Student field trips, career fairs, work experience relevant to Education;
- Administer and collect data for education reporting purposes;
- Schedule regular visits for Schools pertaining to the location of SteS students;
- Assist in the planning of events such as Graduation Celebration and Ceremonies, etc.
- Participate in department meetings, workshops and any other relevant training, as required.

Application Deadline:

Open until filled.

Preference may be given to applicants of Indigenous Ancestry. If you possess the necessary qualifications and skills, please forward your cover letter and resume:

Email: hr@lslb.ca
Fax: 250-679-3220
In Person: Little Shuswap Lake Band Office
1886 Little Shuswap Lake Road
Chase, BC
V0E 1M2

NOTE: While we thank you for your interest in Skwłāx te Secwepemcúlecw, we will only be contacting the short-listed candidates. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial, and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.