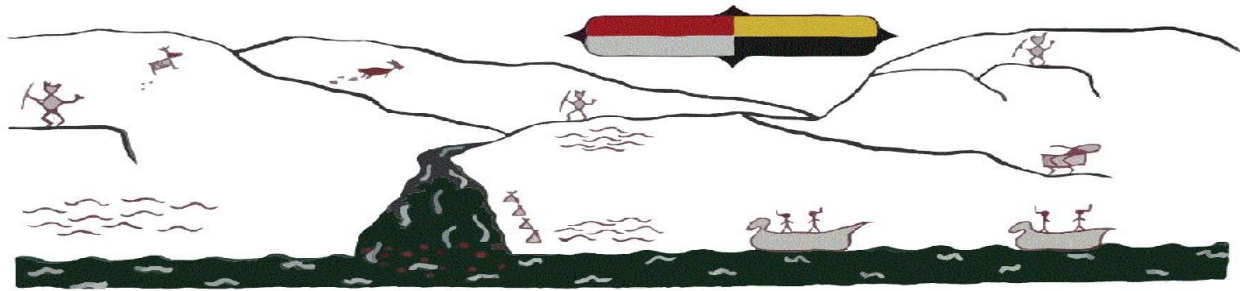


Kanaka Bar Indian Band



Job Description

A great opportunity for a qualified individual to join Kanaka Bar Indian Band and take your career to new heights with a dynamic and progressive First Nations government.

Title: Youth Office Assistant

Reports to CEO Programs & Services

Summary

The Kanaka Bar Indian Band is looking for a **Youth Office Assistant**. This is an 8-week summer position starting on July 8th ending August 30th, 2019. This job may create an opportunity to pursue a career in one of multiple departments such as: education, communications, social development, health, administration and finance. The office assistant will provide and maintain an efficient office environment. For more information on the community, please review our website at:

<http://www.kanakabarband.ca/>

The Youth Office Assistant's role will include but not be limited to:

- Fax, scan, and copy documents
- Maintain office filing and storage systems
- Type documents, reports, ROP's
- Assist with event planning and implementation
- Prepare outgoing mail for distribution
- Monitor and maintain office supplies
- Perform work related errands such as checking the mail and delivering flyers and newsletters to the community.

Requirements

- Must be between 15 and 30 years of age at start date
- Computer literate, including effective working skills of MS Word, Excel, PowerPoint, e-mail and Adobe Products
- Able to work independently when required
- Have good written and communication skills
- Have strong organization and planning skills
- Problem solving ability
- Able to function well in a team

Working conditions

- Interacts with residents, staff, visitors, government agencies/personnel under all circumstances

2693 Siwash Rd., PO Box 610, Lytton, BC, V0K 1Z0 Phone: 250 455 2200 Fax 250 455 2201
Health Department Phone : 250 455 0284 Fax 250 455 2357

- Some travel may be required
- Full Time Monday- Friday 8am-4pm

All interested applicants should submit cover letter and a resume to **ceoblue@kanakabarband.ca** by **4 p.m. on Friday, June 21st, 2019**. We appreciate all applications however; only short-listed applicants will be contacted to participate in the interview process. Start date is **July 8th, 2019**.