

Bonaparte First Nation

2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0
Tel: (250) 457-9624 Fax: (250) 457-9550



Youth Job Opportunity Housing Assistant

Position: Housing Assistant
Reports to: Housing Manager
Term: Part-Time 21hrs per week - Temporary
Start Date: As soon as a suitable candidate is found
Remuneration: Salary will commensurate with Qualifications and Experience

Position Purpose:

To provide all the necessary clerical support for the Housing Department and BFN community members.

Duties and Responsibilities

- Manages phone calls and messages. Follow up with community members regarding maintenance request and forward to necessary staff and departments.
- Redirects, collects and manages information appropriately in order to facilitate departmental communication and public service.
- Arranges for meetings and travel as needed.
- Data collection and entry as needed.
- Ensures filing systems and records are maintained.
- Gather and coordinate newsletter submissions
- Other duties and responsibilities may be assigned as required.

Competencies – Knowledge, Skills and Abilities

- Ability to interact positively with the public. Interpersonal relationship skills
- Ability to deal with diverse staff working styles and administrative needs.
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, accounting, email and the internet
- Must have strong administrative, organizational and communication skills. Administrative Education an asset.
- Ability to take direction, meet deadlines and have attention to detail
- Ability to deal tactfully and effectively with members, suppliers, and co-workers and keep information confidential
- Able to effectively manage time to stay organize and on top of multiple projects and various responsibilities at once
- Current Valid BC Driver's License

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The successful candidate will enjoy a competitive salary based on qualifications and experience and join a strong team to help shape the service of a growing and innovative First Nation on the threshold of unprecedented growth and positive change.

This is a youth intern position candidate must be:

- Between the age of 15 and 30
- Currently unemployed

CLOSING DATE: Thursday, November 24th no later than 12:00pm

TO APPLY: Submit resume to:

c/o: Human Resources

St'uxwtéws|Bonaparte First Nation

2689A Sage Hill Road, Cache Creek, BC V0K 1H0

EMAIL: hr@bonaparte.band

The Bonaparte First Nation provides equal employment opportunities to all, regardless of race, national or ethnic origin, Colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where all things are equal, two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience of Bonaparte's language, culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.