



NAK'AZDLI WHUT'EN

Education Department

P.O. Box 1329, Fort St. James, B.C. V0J 1P0
(T) 250-996-7171 (F) 250-996-8010

Job Posting

EDUCATION ASSISTANT

Nak'azdli Whut'en is seeking an energetic individual to join Nak'azdli Whut'en Education team. This person will have a positive and supportive attitude and will be an invaluable member of the team. The Education Assistant will be able to work in a fast-paced work environment providing administrative support to the Education Manager. The successful candidate will be a reliable mature self-starter.

Duties & Responsibilities:

- Standard Office skills
- Working with students at all levels of education
- creation and maintenance of files and uploading data to the server
- Filling out and tracking budgetary expenditures
- reports as required to funding agent
- Other duties as necessary

Minimum Qualifications:

- A certificate or diploma in Office Tech, Office Administration or related field
- Successful past employment in an office environment
- Excellent interpersonal skills
- Understanding and respect for the Carrier Culture and people
- Knowledge of Nak'azdli Whut'en community resources and services
- Excellent communication, organization and computer skills (Microsoft Office Suite)
- Knowledge and Proficiency in operating office equipment
- Superior organization skills and the ability to multi-task and respond to shifting duties seamlessly
- Clear Criminal Records check
- Class 5 driver's license with reliable vehicle

Closing Date: February 15, 2019 at 4:00 p.m.

Interested applicants can send their cover letter and resume to either the above address or email Rolene Sam, Executive Assistant at executiveassistant@nakazdli.ca

We would like to thank all of you for your interest in the above position; only those who meet the minimum criteria will be selected for an interview.

NO PHONE CALLS PLEASE