



Vision

Our vision is that all Métis children, youth and families live with love, honour, dignity and respect knowing they belong to a strong, proud People with a unique heritage and cultural identity.

EMPLOYMENT OPPORTUNITY

Position: Administrative Assistant for Kikékyelc: A Place of Belonging

Term: Permanent Full-Time

Geographic Catchment Area:

Kamloops which is located in the unceded territory of the Secwépemcul'ecw

Reports to: Kikékyelc: A Place of Belonging Housing Manager

Position Overview:

The Administrative Assistant for Kikékyelc: A Place of Belonging plays an instrumental role in the overall successful administrative operations of our newly developed Indigenous youth and Elder housing complex. Duties include: receptionist, greeting tenants and guests, maintains a culturally safe and trauma informed environment for tenants and guests, maintains a kind, understanding and supportive approach with youth experiencing challenges related to historical trauma and/or issues related to substance misuse and/or cognitive or mental health barriers, maintains all COVID-19 safety protocols and supplies, maintains and promotes positive relations with neighborhood and external agencies, maintains Human Resource records and tasks, maintains works schedules of Kikékyelc Team and arranges for coverage as needed, maintains communications including social media presence, assists with the organization of programs and events, orders and organizes of all supplies, creates and distributes posters, flyers, etc., provides general clerical support to Housing Manager and other team members, maintains confidential file system, provides IT support to team, and other administrative support to our Kikékyelc Team.

Qualifications & Requirements

- Completion of a diploma in office administration or minimum of five years equivalent experience.
- Minimum Two years related experience.
- Extensive knowledge of Microsoft Word; PowerPoint; Publisher and Excel
- Experience with Windows 10 Operating System an asset
- Knowledge of Métis and First Nations history, culture and community an asset.
- Demonstrated ability to be creative, innovative and highly organized.
- Demonstrated ability to work within a high paced, high energy and high stressed work environment.
- Demonstrated ability to remain calm, respectful and de-escalate challenging confrontations and situations.
- Demonstrated ability to manage multiple requests from multiple departments.
- Valid driver's license and vehicle required.
- Successful applicant must pass a criminal record review.
- As per Section 16 of the Federal Charter of Human Rights Act, preference will be given to applicants of Aboriginal Ancestry

Working Conditions:

- Travel in this position may be required
- Potential for violence in the workplace
- Ability to perform the requirements of the job which include working independently with Indigenous youth who may experience cognitive delays and/or challenges with substance misuse, mental health or other trauma related behaviours
- Supervision received – frequent consultation with direct supervisor with directive and regular review of the work performed. Must comply with the expectations of the Michif Practice Model.

Salary:

- Salary Wage: \$20.52 BCGEU Aboriginal Collective Agreement with full benefits package following successful completion of three month probation period

Application Process

Please email your resume along with 3 professional references to:

Lii Michif Otipemisiwak Family and Community Services, Att: Seanna Proulx, Kikékyelc: Housing Manager

Email: Seanna.Proulx@lmofcs.ca

Telephone: 250-554-9486

Deadline: Friday, October 31, 2020 at 4:30pm

Learn more about us by visiting our website at <http://lmofcs.ca> & Facebook Page: [Lii Michif](#)

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