

Office of the Wet'suwet'en
Alh'kah Admin Assistant
Reports to: Youth Director

About Us

With support and guidance of the Hereditary Chiefs, Elders, and the Youth Director, the Alh'kah Admin Assistant will support in the coordination and success of the 'Alh'kah "All Together" Wet'suwet'en Nation-based Initiative in response to the COVID-19 Global Pandemic.

COVID-19 is affecting our families greatly across and beyond Yintah borders. We have received \$65,000.00 to support our nation across the province in access to wellness during this time. We have a variety of areas where Wet'suwet'en nation members are seeking support including Mental/Emotional Wellness, Physical Wellness & Food Security, and Language & Culture.

We are seeking the support of an admin assistant to support the Youth Director in administrating a central location on social media where Wet'suwet'en members can access information about COVID-19, initiatives, community supports, ask questions, and get answers.

Lets support our nation in providing a holistic approach to wellness across all generations.

About Being Admin Support for COVID-19 Efforts

- Support the Youth Director in creating and administrating a social media platform
- Find relevant learning material including topics on COVID-19, culture, wellness, etc.
- Support in distributing information to Wet'suwet'en Nation
- Increase engagement from members outside the Yintah
- Flexible, part-time hours
- Support Youth Director in finding individuals to support COVID-19 initiatives
- Forward any messages or questions to Youth Director
- Support in clerical/administrative tasks
- Other duties as described by Youth Director

About You

Personal Qualities

- Empathetic – able to feel and understand things from different perspectives
- Resourceful – ability to reach out for support or guidance
- Flexible
- Team-oriented – able to work as a team with support from Elders and Chiefs
- Accountable – ability learn, grow, and be transparent
- Creative and Innovative – think outside the box when it comes to the ways we interact with our nation members

Skills and Abilities

- Can work independently

- Can support and work alongside a team
- Set healthy boundaries and promote personal wellness
- Promote overall wellness for the Wet'suwet'en

Knowledge and Experience

- Wet'suwet'en Cultural Education

We want to encourage folks who have not had the experience of learning our traditional ways to apply. If you have a deep desire to learn and grow within our governance structure, please apply!

 - Cultural knowledge of our governance system
 - Knowledge of the Witsuwit'en language
 - Cultural protocols
 - Yintah stewardship for a sustainable livelihood
 - Active in the feast hall (Bahlats)
 - Committed to life-long learning
 - Willingness to learn about Indigenous Focus-Oriented Therapy (IFOT) and Indigenous Tools for Living (ITFL)
 - One cultural reference
- Western Education

We understand that due to different barriers we may experience, we might not have access to post-secondary schooling, we encourage folks to apply regardless of their experience.

 - Obtained, or is working towards their Dogwood diploma
 - Currently in, or desire to expand their knowledge and experience through post-secondary
 - Goal-oriented