

Postal Address:

205 Beaver Road, Suite 1
Smithers, BC
V0J 2N1



Location Address:

3873 – 1st Avenue
Smithers, BC

Telephone: (250) 847-3630

Facsimile: (250) 847-5381

www.wetsuweten.com

**Office of the Wet'suwet'en
Natural Resources Administrative Assistant
Job Description**

Job Title: Natural Resources Administrative Assistant

Hours of week: FTE - 35 Hours per week (8:30 a.m. – 4:30 p.m.)
Common hours are during the day with the exception of evenings and weekends as required.

Location of work: Office of the Wet'suwet'en
3873 – 1st Avenue, Smithers Phone: 250-847-3630

Reports to: Natural Resources Manager – David deWit

Position Summary

The Natural Resources Administrative Assistant (NRAA) position has been created to support the Natural Resources department operations. The Natural Resources department advocates for culturally sustainable stewardship on the Yintah and facilitate Wet'suwet'en Decision-making process for clans and houses within the Yintah (territory) on land-based activities.

Required Qualifications

Education:

- Excellent computer literacy (Microsoft Office) required
- Certificatory or 4 years relevant experience in Administration/Secretarial
- Experience and knowledge of Wet'suwet'en cultural and values
- Valid BC Driver's License and reliable vehicle

Skills:

- Self-motivated
- Organizational
- Professionalism
- Problem Solving
- Communications

Roles and Responsibilities

Reporting to and working with the Natural Resource Manager, the NRAA will:

- Adhere to the policy and procedures manual adopted by the Office of the Wet'suwet'en
- Schedule Natural Resources events
- Meeting coordination and logistics
- Record keeping (meeting minutes)
- Electronic file & documentation management
- Assist in development and management of work plans
- Contract Management
- Analyzing Financial Reports
- Proposal and report writing
- Written and oral presentations
- Travel Coordinator
- Other tasks as requested

Special Knowledge

- Strong knowledge of the Wet'suwet'en Clan/House Group lineage and House Chief Traditions
- Strong knowledge of the Wet'suwet'en Culture and Traditional functions and able to participate when required.

When submitting your application for the above position, please clearly indicate how you meet the required qualifications and include the following:

1. A cover letter clearly indicating the position for which you are applying.
2. A resume with three references.

A pre-skill evaluation is required following a verbal interview.

APPLICATION PACKAGES ARE TO BE ADDRESSED TO THE FOLLOWING:

Office of the Wet'suwet'en
Attn: Judy Walton
#1 - 205 Beaver Road,
Smithers, B.C. V0J 2N0

OR

*EMAIL: judy.walton@wetsuweten.com

*Subject line MUST CLEARLY STATE "Administrative Assistant Application"

Post Date: May 5, 2022_ Close Date: May 20, 2022