

Community Services Clerk

Term (1–3 Months)

Kitselas First Nation is seeking a reliable and organized **Community Services Clerk** to provide administrative and clerical support to the Community Services Department. Reporting to the **Director of Community Services**, the successful candidate will support day-to-day operations, documentation, scheduling, and communication across community service programs.

This is a **short-term internal assignment (1–3 months)** while the permanent position is being recruited and filled.

Education and Experience

- Completion of high school (Grade 12) required
- 1–2 years of administrative or office assistant experience
- Diploma or certificate in Office Administration or Business Administration (preferred)
- Equivalent combination of education and experience will be considered
- Experience working with First Nations communities or organizations is an asset
- Understanding of Kitselas programs and services, or willingness to learn
- Knowledge of provincial and federal programs related to child, family, health, and social services is an asset
- Familiarity with the cultural and political environment

Skills and Abilities

- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint
- Strong filing, documentation, and record-keeping skills
- Excellent organizational and time-management skills
- Ability to communicate professionally, tactfully, and respectfully
- Ability to maintain confidentiality and manage sensitive information
- Friendly, dependable, and supportive team member
- Able to work independently with minimal supervision
- Reliable and committed to supporting Community Services programming

Additional Requirements

- Valid BC Driver's License (Class 5)
- Criminal Record Check

Wage: \$24.00 - \$26.00/ commensurate with education and experience

To request the full job description, please email jobopportunities@kitselas.com.

Interested internal applicants are asked to submit a cover letter and resume. Please specify “Community Services Clerk” in your application and clearly outline how your experience meets the requirements of the role.

Deadline: Until Filled

Submit to: jobopportunities@kitselas.com