

Casual Community Services Clerk
Community Services
Term (1-3 months)

Kitselas First Nation is seeking a reliable and organized Casual 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 Services programs.

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

Education and Experience

- Grade 12 or equivalent completion required.
- 1–2 years of administrative or office assistant experience
- Certificate or a diploma in Office Administration or Business Administration (asset)
- Equivalent combination of education and experience considered
- Experience working with First Nations communities or organizations is an asset
- Understanding of Kitselas First Nation programs and services or willingness to learn
- Knowledge of provincial and federal programs related to education, child, family, health, or social services (asset)
- Familiarity with Indigenous community environments and cultural protocols

Skills and Abilities

- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint
- Strong filing, documentation, and record-keeping skills
- Friendly, respectful, and professional communication skills
- Ability to establish and maintain effective working relationships with staff, service providers, and community members
- Ability to maintain confidentiality and handle sensitive information appropriately
- Strong organizational and time-management skills
- Able to follow instructions, ask for clarification, and work independently with minimal supervision
- Reliable, consistent, and committed to supporting community services
- Ability to multitask and manage competing priorities

Wage: \$ 22.25/ hour (Commensurate with education and experience.)

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

Interested applicants are asked to submit a cover letter, resume, and three references.

Please specify “Casual Community Services Clerk” in your application and clearly outline how your education and experience meets the requirements of the role.

Deadline: Until Filled

Submit to : jobopportunities@kitselas.com

