



1886 Little Shuswap Lake Rd • Chase BC • V0E 1M2 tel 250.679.3203 • fax 250.679.3220

## Employment Opportunity

The Little Shuswap Lake Indian Band (LSLIB) is currently seeking an ambitious and qualified individual to fill the following position:

|                        |  |                        |                |
|------------------------|--|------------------------|----------------|
| <b>Position Title:</b> | <b>Lands Office Assistant</b>                                      |                        |                |
| <b>Department:</b>     | Lands Department   | <b>Type:</b>           | Non-management |
| <b>Status:</b>         | Full Time/Part Time (negotiable)                                   | <b>Responsible to:</b> | Lands Manager  |
| <b>Hours of Work:</b>  | 8:30 AM – 4:30 PM  | <b>Range:</b>          | Negotiable     |
| <b>Location:</b>       | LSLIB Band Office, 1886 Little Shuswap Lake Road, IR # 1 (Quaaout) |                        |                |
| <b>Closing Date:</b>   | <b>Friday, July 20, 2018 at 4:00 PM</b>                            |                        |                |

### Job Summary:

Under the direction of the LSLIB Lands Manager the Lands Office Assistant will perform an array of administrative duties including clerical work, dealing with clients, and assisting with implementation of LSLIB Lands policies. The primary role of the Lands Office Assistant is to provide midlevel support to the Lands Manager to ensure the effective and efficient administration of all facets of the Lands department and issues relating to lands management for LSLIB and its surrounding territories. Other duties, relevant to the position, shall be assigned as required.

### Core Competencies:

|                       |                     |                     |
|-----------------------|---------------------|---------------------|
| Client/Member Focus   | Quality Orientation | Ethics & Integrity  |
| Planning & Organizing | Communication       | Team Work           |
| Time Management       | Knowledge of Issues | Accountability      |
| Problem Solving       | Taking Direction    | Adaptable/Flexible  |
| Diplomacy             | Objectivity         | Workload Management |

### Desirable Knowledge &/or Experience

- Familiarity with Policies, Laws & Regulations affecting First Nations lands, environment, natural resources and economic development
- Practical understanding of land use planning, economic development planning &/or strategic planning
- Some experience with surveys, mapping and legal land descriptions
- Basic knowledge of Indian Land Registry systems
- Some legal or paralegal training or experience, including land conveyancing

**Note:** Professional development opportunities will be made available as needed, subject to Available funding and effective time management.

## **Duties/Responsibilities:**

### **Job Responsibilities and Work Performed May Include:**

- Provide quality and effective administrative support to the lands department (directing phone calls, emails, correspondence, schedules/appointments, dictation, meeting attendance, minute taking, and other daily routines).
- Maintain a professional image and friendly demeanor with all employees, management, community members and visitors, ensuring the mission and objectives of the Lands Department and the Band are adhered to and carried out.
- Become familiar with and maintain the Lands Department office systems, ensuring compliance with internal policies and procedures as well as any external requirements that may apply (information management, electronic/manual filing systems, inventories, scheduling, communications, etc.).
- Become knowledgeable of all aspects of the Lands department and issues and activities relating to LSLIB Lands and its surrounding territories.
- Develop and maintain productive, positive working relationships with external agencies, government and corporate, involved in land and resource management activities within LSLIB's traditional territories.
- Organize and coordinate Lands Department meetings and events (information sessions, community engagements, etc.).
- Assist with the coordination and implementation of contracts, permits and leases relevant to projects or works carried out by the Lands department.
- Attend relevant training as may be required (AANDC and NALMA workshops and other related opportunities for learning).
- Maintain a high level of confidentiality in all interactions.
- Superior literacy skills and communication skills
- Other duties, relevant to the position, shall be assigned as required.

### **Accountability**

- Maintaining a positive and professional image of the Lands Department, providing quality service delivery and ensuring all client transactions are positive and professional.
- Accurately maintaining office systems and procedures.
- Maintaining schedules, planning meetings, events and overseeing travel arrangements.
- Accurately directing inquiries and information.
- Excellent organization and access to information.
- Compliance with all internal band Policies and procedures (FAL, Human Resources, Manual, etc.) as well as external governing rules & regulations (INAC, Indian Act, RLEMP, Privacy Act, etc.)

### **Relationships**

#### Internally

- ◇ Reports to Lands Manager
- ◇ Collaborates with program managers and staff Externally
- ◇ Accountable to LSLIB membership

## **Decision Making**

- High degree of trust and confidentiality.
- Detail oriented and accurately processing and prioritizing information.
- This department must exercise objectivity and transparency to ensure trust and confidence in the Lands department, processes, and systems.
- All processes and systems are based on administrative policies and procedures.

## **Qualifications/Requirements:**

### **Minimum Academic/Educational Requirements**

Secondary school diploma  
Some post-secondary education is desirable  
Some knowledge of First Nations land management  
Superior literacy skills including spelling and grammar

### **Other Certification, Licenses, Designations and/or Training**

Must possess a valid class 5 BC driver's license.  
Ability to pass a Criminal Record Check

### **Specific Job Skills and Levels**

- Must possess good interpersonal and communication skills - oral and written
- Ability to maintain positive, professional working relations with staff, community and the general public.
- Excellent telephone etiquette and working knowledge of office equipment (photocopier, fax, etc.)
- Moderate to advanced computer skills, adept in Microsoft office with ability to learn new applications as required – accounting software, google earth, mapping platforms, GIS, etc.
- Conflict resolution and mediation skills.
- Leadership and supervisory skills.

### **Minimum Level of Experience**

- ◆ Two (2) years experience in an office administration capacity.
- ◆ Event coordination and project management experience.

### **Personality Traits (Required to be successful in this position)**

- ◆ Personable, patient and approachable
- ◆ Diplomatic and objective
- ◆ Coachable
- ◆ Self-motivated and able to work independently with a minimal amount of supervision
- ◆ Flexible and willing to work flexible hours, inclusive of evenings and/or weekends as required.

- ◆ Respectful and culturally sensitive to indigenous issues, including land claims and rights, land stewardship, co-management arrangements, capacity development objectives, policies and legislation affecting on and off reserve aboriginal land management.
- ◆ Knowledgeable of community and Aboriginal land issues.

### **Working Conditions**

- Public administration – fast-paced, multidisciplinary environment
- Busy office setting, interacting with the public at large
- Time management needed to organize and meet deadlines
- High volume of communication demands (telephone calls, emails, fax)
- Prolonged periods of computer use
- Multiple demands, including client expectations
- Occasional travel as required
- Overtime may be required

Little Shuswap Lake Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career please **send a resume and covering letter by Friday, July 20, 2018 at 4:00 PM to the attention of:**

### **Joan King – Lands Manager Little Shuswap Lake Indian Band**

1886 Little Shuswap   **Fax:**   (250) 679-3220 Lake Road,  
Chase, BC

**Mail:**                      V0E 1M2                      **Email:**    [jking@lslib.com](mailto:jking@lslib.com)

**In Person:**              1886 Little Shuswap Lake Road, IR #1 (Quaaout)

*The Little Shuswap Lake Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Secwepemc language, culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.*