



JOB POSTING

POSITION/TITLE: Assistant to NRD
DEPARTMENT: Natural Resource (NRD)
TERM: Full-Time (25 hours)

Simpcw First Nation (Simpcw) is a progressive organization with their main office located in Chu Chua near Barriere, BC and less than one-hour drive from Kamloops, BC. Simpcw offers competitive remuneration packages to their full-time employees and has a friendly, positive work environment with great career advancement opportunities.

Natural Resource Department (NRD) is responsible for the overall health, conservation, protection and management of the land and resources within Simpcwúłecw. NRD performs the “on the ground” work related to research, archaeology, cultural heritage, land guardians, environment and wildlife protection.

Nature & Scope of Work:

The purpose of this position is to ensure the office runs efficiently through a range of administrative, financial and managerial tasks and help to improve the departments procedures and day-to-day operations.

Skills & Qualifications:

- Office Administration Certificate and/or minimum of two (2) years' experience in Office Administration and/or experience with an Indigenous Nation.
- Co-ordinate travel, appointments and meetings, including room bookings, refreshments, equipment and other requirements.
- Name-based or Certified Criminal Record Check with vulnerable sector check.
- Produce purchase orders (PO) and invoices for projects and/or proponents accurately and in a timely manner.
- Implements and maintains an efficient filing system.
- Demonstrated ability to build, support, and maintain a positive working relationship with governments, industry and other Indigenous organizations.
- Familiarity with Secwépemc culture and ability to work in a cross-cultural setting.
- Excellent oral and written communication skills.
- Ability to follow safe work procedures and acquire the appropriate safety certifications.
- Must have ability to take initiative, work in a team setting, cooperation, problem solving, and judgement skills.

Hours of Work: Normal shift for this position is Monday to Friday, 5 hours per day.

Deadline for Applications: May 13, 2026 at 12 p.m.

Job Commences: As soon as possible.

Please submit a cover letter and resume that demonstrates your qualifications and experience for the position, sent to:

Simpcw First Nation: Lynn Guitard, Operations & Safety Coordinator

Email: safety.officer@simpcw.com

This posting may remain open until the position is filled. Only those selected for an interview will be contacted. Preference will be given to persons of Simpcw or Aboriginal ancestry as per Section 16 (1) of the *Canadian Human Rights Act*. Appointment to this position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized.