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JOB POSTING
Referrals Clerk
Regular Full-Time

March 5, 2017

Salary: negotiable, depending upon experience

The Little Shuswap Lake Indian Band has an opportunity for a Referrals Clerk to work within the Skwlawx Aboriginal Interest Department (SAID). The SAID group is a fast-growing department committed to the development and progress of its Band Members and Community. We have a responsibility to past, present, and future generations of our people to steward our lands and resources, advance our Title and Rights, and protect our culture and way of life. One of the ways we accomplish this is through how we make decisions in a manner that reflects our worldview and values, is consistent with our laws and teachings, and is based on comprehensive information reflecting both traditional knowledge and contemporary approaches and insights. The Referrals Clerk will be involved in dealing with large amounts of data related to land referrals, permit/license requests, and proposals that affect the Little Shuswap Lake Indian Band territory. This position is for someone who is experienced in referrals data management to keep leadership informed, and provide administrative and clerical support to ensure the efficient operation of the SAID department. This position will report to the SAID Manager.

Responsibilities:

- Data entry related to referrals, permit/license requests and proposals into a Referrals Tracking System;
- Communicate regularly with internal staff (SAID Project Coordinator and Manager) regarding status of submissions, responses, information requests, background research, as related to land referrals and permit/license reviews;
- Proficient with the procedures related to consultation and accommodation; and
- Support Researchers, Project Coordinator, and SAID Manager, as required.

Working Conditions:

- Monday to Friday, 8:30 am to 4:30 pm, additional hours as required for meetings and travel



Education Requirements:

- High School Grade 12 completion, or an equivalent combination of education and experience
- Post-secondary education or related certification is an asset
- Training in clerical work, administration and/or office procedures is desirable

Required Skills/Experience:

- Minimum 5 years of clerical/office experience;
- Previous Referral Clerk experience;
- Willingness to learn the Referrals Tracking System software program;
- Ability to read and interpret maps;
- Strong writing and communication skills (verbal and written);
- Ability to assist writing proposals, reports, and correspondence;
- Practices good time management skills and the ability to prioritize work;
- Strong computer skills with relevant software applications, including MS Office, Word, Excel, PowerPoint, Microsoft Manager, and Outlook, etc.;
- Experience in maintaining filing systems/ troubleshoot standard office equipment;
- Accurate numeracy skills;
- Can work well independently and within a team environment;
- Knowledge of Indigenous and First Nations issues, culture or history;
- Excellent attention to detail and accuracy; and
- Ability to maintain confidentiality.

Please email a cover letter and resume to Little Shuswap Lake Indian Band (SAID Manager) at: nmarkey@lslib.com

Please write "Referrals Clerk" on the subject line

Applicants from Little Shuswap Lake Indian Band and/or Indigenous ancestry are encouraged to apply.

This position will remain open until March 24, 2017.

We thank all applicants for expressing interest in this position, however, only those short-listed will be contacted.

