



Training Position – Education Assistant

The Little Shuswap Lake Indian Band has an opening for an Education Coordinator Assistant reporting to the Education Coordinator. The assistant will promote Community development for culturally based wellness activities that promote learning and growth.

Education Assistant job duties include:

- Working knowledge of AANDC K-12 and Post-Secondary education policies, keep updated with the latest education policies.
- Knowledge of Secwepemc culture
- Assist in the daily administrative duties
- Excellent written and verbal communication and interpersonal skills
- Strong planning, organizational and coordination skills
- Act as a liaison and advocacy with schools, school districts and parents for all school age children.
- Assist with the application for funding, sponsorship and support post-secondary students
- This position involves 35 hours per week and may require work on evenings and weekends.

Position requirements:

- Minimum Grade 12 or Equivalency
- Experience/Knowledge of Microsoft Office, Excel etc.
- Eagerness to learn, team player with great attitude and positive energy
- Undergo a criminal record check
- Valid driver's license and reliable transportation are required

Please Note:

Only those chosen for an interview will be contacted, preference will be given to First Nations applicants.

Please send your resume, cover letter and references to:

Joan Arnouse

Email: jarnouse@lslib.com

In person or by mail: 1886 Little Shuswap Lake Rd, Chase BC, V0E 1M2

Closing Date: February 10, 2017