ORGANIZATION: Le7 te Melámen Society
LOCATION: Kamloops, BC
POSITION: Administrative & Communications Assistant
EMPLOYMENT TYPE: Full Time Equivalent (FTE)

The Organization:
Our mission is to establish a dynamic non-profit organization that enriches the quality of life in Secwépemcúl̓ecw. Le7 te Melámen Health Society (LtMHS) is passionately committed to enhancing the well-being of the Secwépemc Nation and its 16 communities through a culturally focused approach, ensuring the safety and well-being of Indigenous families.

The Position:
The Administrative & Communications Assistant will be instrumental in providing a welcoming environment while providing administrative support. This is an exciting opportunity for a detail orientated individual who thrives in a collaborative environment.

Relevant Knowledge and Abilities:
- Strong familiarity with Secwepemc culture and traditions.
- Demonstrated competency in administrative tasks such as good organizational skills and record keeping.
- Demonstrate ability to multi-task, set priorities effectively under tight deadlines and turnaround times and problem solve.
- Ability and willingness to participate in gatherings and or events as required.
- High level of integrity to handle confidential and/or sensitive information.
- Managing a multi-line phone system to answer and redirect calls while maintaining professionalism.
- Maintaining a clean organized reception area.
- Monitoring and ordering office supplies with the Administration team.
- Ability to work independently and as part of a team.

Requirements and Qualifications:
- Administrative Assistant Certificate, diploma/ acceptable combination of education, training, and experience.
- Minimum 3 years' experience in an office environment, or an equivalent combination of education, training, and experience.
- Strong technical competency of computer skills and knowledge of computer programs such as Microsoft Word, Power Point, Excel and Outlook and social media sites.
- Strong writing, minute-taking, editing, and proofreading skills are essential, including ability to present concepts proficiently.
- Ability to communicate effectively both orally and in writing, with a focus on drafting memos, reports, newsletters, briefing notes, letters, brochures, information packages, & notices.
- Must be able to work flexible hours and travel as required.
- Support the development and implementation of communication strategies that help keep key audiences informed about LtMHS initiatives.

- Overseeing LtMHS' social media channels and website, ensuring content is accurate, current, accessible, and aligned with the organization's work.
- Engage with communities to share information, gather updates, and support awareness of LtMHS programs, events, and initiatives.
- Establish and coordinate an LtMHS newsletter, including gathering community submissions,
- Promote LtMHS events and initiatives to support strong attendance, awareness, and participation.
- Support additional communication and engagement activities as organizational needs evolve.
- Possess a valid driver's license with a reliable vehicle.

Total Rewards:

- Hourly Wage of $30 - $35, based on skill set and experience.

In accordance with the LtMHS Human Resource Policy Handbook, the first priority will be to hire qualified people of Secwepemc ancestry. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry.

If you are interested in a position like this, please submit your resume, cover letter and references by email to pa@ltmhs.org (referencing **LtMHS ACA** in the email subject line), the posting will remain open until the position is filled. The LtMHS thanks all applicants for their interest, however only those selected for an interview will be contacted.