



Job Posting

Position: Lands, Wills & Estates Assistant

Department: Lands, Wills & Estates

Department Term: Permanent Full Time – 32 hours per week

Start date: ASAP (or until position is filled)

Wage: Grade 3 (\$20.15 - \$25.00)

Reports to: Lands Manager

Role: The Lands, Wills & Estates Assistant provides administrative and operational support to the Lands Manager. This position is designed as a developmental role that provides hands-on experience in land management, records administration, and departmental operations. The assistant will perform a variety of administrative, clerical and research duties while gaining practical knowledge of land management processes, records management and relevant policies and procedures. The role supports the efficient operation of the department by ensuring accurate recordkeeping, effective communication, and coordination of departmental activities. The position also includes structured on-the-job training, participation in the Professional Land Managers Certification Program (PLMCP) to support professional development in lands administration, and participation in National Aboriginal Lands Managers Association (NALMA) training programs. This position has been established to support Upper Nicola Band's goal of developing a Land Code that will allow the Band to assume full management over Upper Nicola Reserve Lands

Key Responsibilities:

- Assist and provide administrative support to the Lands Manager.
- Maintain a Records-Management/Filing system within the Laserfiche program, that allows the expedient retrieval of organizational documents, records, and reports.
- Maintains an office calendar to track and coordinate meetings, work demands and critical deadlines.
- Performs general clerical duties including photocopying, scanning, emailing, and mail.
- Drafting correspondence, notices, posters.
- Organizing meetings and events.
- Conducting research and assisting with creating reports.
- Participate and completion of on the job and official Lands Management Certification

Qualifications/Experience:

- Grade 12 education or equivalent – preferred.
- Experience in working with community members.
- Experience in a First Nations environment.
- Reliable vehicle. Valid BC Driver's License.

Knowledge/skills/abilities

- Good verbal and written communication skills.
- Good organizational skills and attention to detail to achieve desired results.
- Excellent research capabilities.
- Diplomacy, tact, and confidentiality in dealing with a variety of people and information.
- Possess strong computer skills using MS Office software and specialized software.
- Reliability and dependability. Self-motivated and an ability to work independently.
- Good interpersonal skills. Ability to work in a team orientated environment.
- Flexibility is a must to adapt to changing work priorities.
- Good judgement and problem-solving skills must be exercise at all times.

Send cover letter and resume by via hand delivery, mail, or e-mail, on or before April 17, to:

HR - Upper Nicola Band – General Delivery, Douglas Lake, BC V0E 1S0 hr@uppernicola.com

Upper Nicola Band thanks all applicants. Only those shortlisted for an interview will be contacted.