



Tl'etinqox Government

Community Development Department

Urban: 232B 3rd Ave N Williams Lake BC V2G 4T5

Rural: PO Box 168 Alexis Creek BC V0L 1A0

Events Assistant

Term:	Full-Time, Permanent
Supervisor:	Events Coordinator
Wage Range:	\$24.00 p/hour – \$27.29 p/hour
Location:	Rural Office- Tl'etinqox Community, Williams Lake Office

About Tl'etinqox Government

Join the Tl'etinqox Government and be part of a legacy of self-reliance, stewardship, and sovereignty. As the largest Tsilhqot'in community, we uphold our deep connection to the land while advocating for our rights and future. Committed to sustainable resource management, self-governance, and legal advocacy, we seek passionate individuals to help drive positive change. Stand with us to preserve our heritage and shape a stronger future.

For more information, please visit our website: www.tletinqox.ca

Job Opportunity

The Events Assistant is responsible for supporting the planning, coordination, and delivery of events and programs hosted by the department. This role assists with event logistics, setup and takedown, communication with participants and vendors, and on-site support during events. The Events Assistant works closely with the Events Coordinator and other team members to ensure events run smoothly and align with departmental goals and community values. This position requires strong organizational skills, attention to detail, flexibility, and a commitment to providing welcoming and inclusive experiences for all participants.

Key Responsibilities

- Assist the Events Coordinator with the planning and execution of events and programs
- Reach out to vendors, performers, and community partners to confirm participation and logistics
- Support the setup and takedown of event spaces, including arranging tables, chairs, signage, and equipment
- Prepare and organize event materials such as registration forms, name tags, and promotional items
- Provide on-site support during events, including greeting guests, answering questions, and troubleshooting issues
- Ensure events follow cultural protocols, safety guidelines, and accessibility standards
- Help track event attendance, feedback, and other data for reporting purposes
- Maintain inventory of event supplies and support ordering or restocking as needed

- Communicate clearly and respectfully with team members, community members, and external contacts
- Support post-event wrap-up, including clean-up, packing, and assisting with evaluation processes

Qualifications & Skills

- Experience working with Indigenous communities and individuals.
- Knowledge of Tsilhqot'in culture, language, and values (or willingness to learn).
- Organizational and planning skills.
- Previous experience supporting events, programs, or community initiatives is an asset
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Word and basic office applications.
- Communication and interpersonal skills.
- Ability to handle sensitive and confidential information with professionalism.

About the Benefits

- Comprehensive employee health benefits
- Employer matching pension
- Vacation starting at 2 weeks
- Cultural leave for Tl'etinqox community traditional practices and ceremonies.
- Family-oriented work environment

Working Conditions

- Work will be conducted in Tl'etinqox.
- Evening and weekend work will be required as needed.
- Travel will be required when necessary.
- Comfortable with physical tasks such as lifting, moving equipment, and setting up event spaces

Conditions of Employment

- Must be able to obtain and maintain a Criminal Record Check.
- Must be able to obtain and maintain a valid BC Driver's License.
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements.

Please send a cover letter, resume and 3 references to:

cdemployment@tletinqox.ca

Open until filled

Preference will be given to those of Aboriginal Ancestry - per Section 16(1) of the Canadian Human Rights Act. Only those invited to interview will be contacted.