



Summer Program Assistants

Term:	Full-Time, Temporary Summer Positions (June 2026 – August 2026)
Supervisor:	Assigned Department Supervisor or Manager
Wage Range:	\$24.00 per hour
Location:	Tl'etinqox Community and/or Williams Lake
Deadline:	Until filled.

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 Community Development Department is hiring Summer Program Assistants to assist various teams and initiatives throughout the summer term. Individuals will be assigned to a specific area within Community Development based on operational needs and areas of interest.

Potential placement areas may include:

- **Prevention Services** – Wellness Activities and Youth Engagement
- **Events** – Community Events and Engagement
- **Administration** – Office and Administrative Support

These positions provide valuable workplace experience while supporting community programs, office operations, events, wellness initiatives, and departmental projects in a professional and community-centered environment.

These roles are ideal for individuals who are organized, reliable, motivated to learn, and interested in gaining experience working in a professional and community-focused environment.

All work is grounded in Tl'etinqox values, cultural respect, teamwork, and community-centered service delivery.

Potential Areas of Support

Prevention – Wellness Activities and Youth Engagement

- Assist with wellness activities, youth engagement initiatives, and cultural programming.
- Support setup, cleanup, and preparation for activities, workshops, and gatherings.
- Help prepare activity materials, supplies, and participant resources.
- Support positive and welcoming experiences for youth and community members.

Events – Community Events and Engagement

- Assist with community and departmental events, including setup, takedown, registration, and participant support.
- Help prepare event materials, supplies, signage, and equipment.
- Create posters and promotional materials using Canva and help share information throughout the community and office spaces as needed.
- Support welcoming and organized event experiences for community members and participants.

Administration – Office and Administrative Support

- Assist with filing, scanning, photocopying, printing, and organizing office materials and records.
- Support reception and front office duties as needed, including greeting visitors and answering general inquiries.
- Help organize meeting spaces, office supplies, and administrative materials.
- Assist staff with general administrative tasks and office support as required.

Qualifications & Skills

- Strong verbal and written communication skills.
- Basic knowledge of Microsoft Office programs including Word, Excel, and Outlook.
- Experience using Canva or willingness to learn.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Positive attitude, willingness to learn, and ability to adapt to different tasks and environments.
- Ability to maintain confidentiality and professionalism.
- Experience working with Indigenous communities and individuals is an asset.
- Knowledge of Tsilhqot'in culture, language, and values (or willingness to learn).

About the Benefits

- Valuable workplace and professional development experience.
- Opportunity to support community programs, events, and initiatives.
- Supportive and team-oriented work environment.
- Opportunity to gain experience working within multiple areas of Community Development.

Working Conditions

- Work will be conducted in both the Tl'etinqox Community and Williams Lake.
- Travel between locations will be required.
- Hours of work will vary depending on operational and event needs.
- Work will involve lifting, moving supplies, setting up event spaces, and assisting with physical tasks.
- Work will include both office-based and community-based activities.
- Regular supervision, direction, and support will be provided.

Conditions of Employment

- Criminal Record Check with Vulnerable Sector Screening required.
- Valid Class 5 driver's license is an asset.

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

cdemployment@tletinqox.ca

Deadline: Until filled.

Preference will be given to qualified Tl'etinqox community members. Only those invited to interview will be contacted.