



# 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

## Prevention Services Team Assistant

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<b>Term:</b>	Full-Time, Permanent
<b>Supervisor:</b>	Prevention Services Manager
<b>Wage Range:</b>	\$24.00 per hour
<b>Location:</b>	Williams Lake office
<b>Deadline:</b>	March 23, 2026

### 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](http://www.tletinqox.ca)

### Job Opportunity

The Prevention Administrative Assistant supports the Prevention Services Manager in the day-to-day administrative operations of the Prevention Services Department. This role provides primary administrative support and assists with financial processes and documentation to ensure programs run efficiently and effectively.

The position also assists Wellness Workers with preparation for programs and community events and may step in to provide on-site support when required. All work is grounded in Tsilhqot'in values, cultural safety, and community-centered service delivery.

### Key Responsibilities

- Provide direct administrative support to the Prevention Services Manager, including scheduling, correspondence, documentation, and file organization.
- Prepare and process purchase orders, invoices, cheque requisitions, expense forms, and other financial documentation in accordance with Tl'etinqox policies.
- Track program budgets and assist with organizing receipts and financial records.
- Answer and return phone calls, respond to general inquiries, and redirect community members as appropriate.
- Maintain organized digital and physical filing systems, ensuring confidentiality of all records.
- Support the coordination of meetings, including booking spaces, preparing materials, and distributing agendas.
- Assist Wellness Workers with program preparation when required, including shopping for supplies, printing materials, preparing participant packages, and organizing equipment.
- Provide support at community programs or events when additional help is needed, including setup and takedown.

- Assist with creating and distributing posters and sharing program information through community communication channels.
- Participate in team meetings and planning sessions.
- Maintain a respectful and professional presence when interacting with community members, Elders, leadership, and external partners.

## **Qualifications & Skills**

- Certificate or diploma in Office Administration, Business Administration, or a related field, or equivalent experience.
- Experience providing administrative and assisting with financial processes in a professional office setting.
- Experience preparing purchase orders, processing invoices.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office including Word, Excel, Outlook, and Adobe Acrobat.
- Ability to manage multiple tasks and meet deadlines.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality and professionalism at all times.
- Knowledge of Tsilhqot'in culture, values, and community protocols or willingness to learn.
- Ability to work independently and collaboratively within a team environment.
- Valid Class 5 driver's license is an asset.
- Criminal Record Check with Vulnerable Sector Screening required.

## **About the Benefits**

- Comprehensive employee health benefits
- Employer matching pension
- Vacation starting at 2 weeks vacation + Cultural leave for Tl'etinqox community traditional practices and ceremonies.
- Family-oriented work environment
- Company Vehicle provided for travel, for work purposes.

## **Working Conditions**

- This position requires regular in-office presence to support administrative operations.
- Occasional evening or weekend work may be required to support community programs or events.
- Travel between offices may be required.

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

[cdemployment@tletinqox.ca](mailto:cdemployment@tletinqox.ca)

**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.**