



Events Assistant

Term:	Full-Time, Permanent
Supervisor:	Events Coordinator
Wage Range:	\$24.00
Location:	Rural Office- Tl'etinqox Community, Williams Lake Office
Deadline:	July 3, 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

Job Opportunity

The Events Assistant helps bring community events, gatherings, and celebrations to life. This role supports the planning, coordination, and delivery of events that create opportunities for community members to gather, connect, learn, and celebrate throughout the year.

Working alongside the Events Coordinator, the Events Assistant supports event logistics, setup and takedown, communication with participants and vendors, and on-site event delivery. The Events Assistant helps create welcoming, organized, and culturally respectful experiences that strengthen community connections and celebrate Tl'etinqox culture, values, and traditions.

This is a hands-on role for someone who enjoys working with people, being involved in the community, and supporting events from planning through to completion. The ability to stay organized, adapt to changing needs, and pay attention to details will help support successful events.

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 vacation + Cultural leave for Tl'etinqox community traditional practices and ceremonies
- Family-oriented work environment

Working Conditions

- Work will be conducted in both the Tl'etinqox Community and Williams Lake.
- Evening and weekend work will be required as needed.
- Travel is required
- Comfortable with physical tasks such as lifting, moving equipment, and setting up event spaces

Conditions of Employment

- Criminal Record Check with Vulnerable Sector Screening required.
- 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

Deadline: July 3, 2026

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.