



## Job Posting

### Admin Communications Assistant

#### BRIEF OVERVIEW

The Admin/Communications Assistant plays a key supportive role within the Treaty Department by providing day-to-day administrative assistance and supporting internal and external communications related to treaty negotiations, governance transition, and community engagement. Reporting to the Treaty Manager, this position helps ensure that operations run smoothly and that accurate and timely information is shared with Xat'sull leadership, community members, government representatives, and partner organizations.

COMMUNICATIONS / CRITICAL SKILLS	FOUNDATIONAL KNOWLEDGE
<ul style="list-style-type: none"><li>• Excellent communication skills, communicating with internal staff and community members.</li><li>• Professional demeanor and conduct.</li><li>• Strong organizational, multi-tasking and time management skills.</li><li>• Ability to use tact and good judgment in dealing with sensitive or escalated situations.</li><li>• Ability to work independently as well as part of the team.</li><li>• High level of accuracy and attention to detail.</li><li>• Self-starter with a strong focus on quality service.</li><li>• Ability to maintain confidentiality.</li></ul>	<p><u>Required:</u></p> <p><b><i>Indigenous Perspective</i></b></p> <ul style="list-style-type: none"><li>• Recognizes and respects all cultural diversity and has an understanding and respect for XFN culture.</li></ul> <p><b><i>Western Ways</i></b></p> <ul style="list-style-type: none"><li>• Degree/Diploma or Certificate in Office, Business, Finance Administration or related field.</li><li>• Minimum 1-2 years of administrative experience.</li><li>• Proficiency in using Microsoft Office Suite e.g., Teams, Outlook, Word, Excel.</li><li>• Criminal record check (vulnerable sector).</li></ul> <p><u>Preferred:</u></p> <ul style="list-style-type: none"><li>• Experience working in First Nation Communities &amp; organizations.</li><li>• Knowledge and appreciation of working in service of Truth and Reconciliation with Indigenous Peoples.</li></ul>

Job Title: Admin/Communication Assistant	Term: Full-time, Permanent
Reports to: Treaty Manager	Pillars/Programs: Treaty
Direct Reports: 0	Date: June 2025
Overtime Eligible: Yes	Expected Travel: 5%
Financial Scope: None	Location: 3405 Mountain House Road Williams Lake, BC

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

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to [hr@xatsull.com](mailto:hr@xatsull.com).

**Closing Date: Open until filled**

Applications are assessed as they are received therefore early application is recommended. Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.

Work Location: In person

