



Job Title: Language Assistant

Spi7úy Squqlút.s Language & Culture Society

Employment Type: Full-Time (35 hours/week)

Wage: \$25.00/hour, negotiable with experience and credentials

Probation: 90-day probationary period

Posting Status: Posted until filled

About Us

Spi7úy Squqlút.s Language & Culture Society is dedicated to preserving and revitalizing Secwépemtsín and Secwépemc culture. Established through community collaboration and the Secwépemc Declaration, the program develops language and cultural curriculum, resources, and educational initiatives to ensure the language and traditions continue for future generations.

Position Summary

The Language Assistant provides administrative, logistical, and program support to the Language Program. This role supports daily operations, language resource development, community engagement, and event coordination, including language camps and meetings. The successful candidate will be highly organized, reliable, and respectful of confidentiality, with strong computer and communication skills. Knowledge of Secwépemc language and culture is an asset.

Key Responsibilities

Administrative & Office Support

- Provide general administrative assistance to the Language Program
- Prepare cheque requisitions, travel claims, and related documentation
- Obtain signatures for correspondence, cheques, agreements, and other official documents
- Maintain filing systems (digital and hard copy)
- Ensure confidentiality of sensitive information

Program & Event Support

- Assist with language resource development, training preparation, copying, and distribution
- Serve as the main point of contact for language resource orders, including receiving, tracking, and delivering materials
- Support the coordination and setup of meetings, workshops, and training sessions
- Assist with planning and logistics for the annual Language Camp
- Provide transportation and assistance to Elders for meetings and events

Financial & Logistical Support

- Complete banking deposits and assist with monthly financial records
- Book hotels, accommodations, and travel arrangements as required

Communications & Marketing

- Create advertisements and promotional materials using Canva or similar platforms
- Assist with marketing and outreach to promote language programs and events

General Duties

- Maintain professional and respectful working relationships with staff, Elders, community members, and partners
- Support day-to-day program operations as required
- Other related duties as assigned to support the Language Program

Qualifications & Requirements

Required:

- Completion of an Administrative Assistant Certificate, Office Administration Certificate, or similar education/training (or equivalent experience)
- Strong computer skills, including Microsoft Office (Word, Excel, Outlook) and other relevant applications
- Excellent organizational, time-management, and communication skills
- Ability to work independently and collaboratively as part of a team
- Flexible and willing to adjust schedule as needed to support meetings, events, and language camps
- Willing and able to travel locally and occasionally out of town as required
- High level of reliability, professionalism, and attention to detail
- Ability to handle confidential information with discretion
- Valid Class 5 Driver's Licence and access to a reliable vehicle

Assets (Not Required but Strongly Beneficial):

- Knowledge of Secwépemc language and culture
 - Experience working with Elders and community-based programs
 - Experience in administrative or program assistant roles
 - Familiarity with Canva, social media, or basic marketing and promotional tools
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Working Conditions

- Office-based with some travel for meetings, events, and camps
- Occasional evening or weekend work may be required for events or language camps

Application to be sent to:

language@northernshuswaplanguage.com

304-383 Oliver Street

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