



ULKATCHO FIRST NATION

P.O. Box 3430, Anahim Lake, British Columbia VOL 1C0

~ JOB POSTING ~

JOB TITLE: Carrier Language Instructor

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DEPARTMENT: Head Start

START DATE: TBA **END DATE:** n/a

RATE OF PAY (for work that is not full-time): \$ TBA

POSTING CLOSING DATE: April 27/17

WHAT IS THE JOB:

Secretary Needed for Headstart in 2 Mile-IR14A
Deadline April 27 2017

SPECIFIC DUTIES AND RESPONSIBILITIES INCLUDE:

- Telephone coverage
- Greet and assist parents and children that visit Headstart
- Fulfill general office duties such as filing, processing mail and distributing faxes
- Coordinate and report payroll to Health Director
- Assist with Children when needed
- Perform other duties as directed that correspond to the overall function of this position

JOB SPECIFICATIONS:

- High School Diploma and/or completion of a certificate/diploma in Business,
- Strong organizational, problem solving, and multitasker
- Strong computer skills with average level proficiency in MS Excel; basic level proficiency in MS Word
- Working with parents and children, and have Traditional Knowledge of Ulkatchot'en
- Drivers Licence, an asset

Job is open to unemployed Ulkatcho Band Members, preferably Carrier speaking individual. Ability to work independently with minimal supervision. Fill out job application at Headstart in 2 Mile or Ulkatcho Band Office, and have a criminal record check.

TO APPLY: Submit a resume or complete an Ulkatcho Application at Ulkatcho Band Office Reception.

NOTE: *Only those applicants selected for an interview will be contacted*

POSTED: April 20/17