



Employment Opportunity

WFN fosters a workplace environment that is diverse, inclusive, collaborative, healthy, and reflective of Syilx values and culture.



Recording Clerk I – Full Time

Who We Are

Located within the traditional unceded territory of the syilx people, Westbank First Nation (WFN) is a progressive and prosperous self-governing First Nation. WFN is dedicated to promoting a healthy and prosperous future to ensure its continued existence as a strong political, social and cultural community.

Westbank First Nation values Equality, Honesty and Fairness, Respect, Integrity, Accountability and Transparency, Sustainability, Understanding, Confidentiality and Efficiency.

About this Opportunity

Reporting to the Council Secretariat the Recording Clerk LI is responsible for recording, transcribing and preparing the minutes of WFN meetings, which includes but is not limited to, Advisory Council meetings, Elders Group meetings, Youth Council meetings, and Membership Meetings.

Want to know more? You will...

- Prepare agendas, packages and meeting minutes and does all necessary follow-up for the Advisory Council, Elders Group, Recognition of Indigenous Rights and Self-Determination (RRISD), Elders Council, & Youth Council meetings, Continuing Care Working Group, Membership Meetings and Special Membership Meetings.
- Prepare minutes, along with exhibits, from the recording of Membership Meetings and distribute to Members of Council for their information
- Summarize the highlights of Membership Meetings for insertion in the WFN quarterly report;
- Coordinate and schedule meetings and appointments as required
- Prepare agendas and meeting minutes for other meetings as directed by the Council Secretariat.
- Prepare reports, memorandums, letters and other correspondence as required

Must Haves:

- Minimum Grade 12 or equivalent
- Administrative Assistant or Business Administrative training preferred
- 2 years or more experience taking Minutes in a First Nation or other government setting is preferred
- Criminal Record Check with results acceptable to WFN

Community. Leadership. Pride.

Perks of Working at WFN:

- Competitive compensation package including 3 weeks' vacation
- Extended Health Care (including Vision and Paramedical Services), Dental, Basic Life Insurance, Employee Assistance Program, and Health Spending Account
- Municipal Pension Plan membership
- Access to Big White Season Passes (Summer & Winter)
- Employee Recognition Program
- Access to LinkedIn Learning for Professional Development

Minimum starting salary for this position is \$49,325

Application Details:

To review the full job description and to learn more about Westbank First Nation please visit our website at <https://www.wfn.ca>.

All applications must be submitted through our [Employment Opportunities](#) page. Ensure you attach your cover letter and resume. Incomplete or late submissions will not be accepted.

This opportunity will close at midnight on Sunday, February 4, 2024.