



# Employment Opportunity

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



## **Sncewips Summer Student – 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 Sncəwips Cultural and Operations Administrator, this position is responsible for providing support services to the Sncəwips Heritage Museum (the “Museum”). It’s preferable that candidates have a keen interest in art, history and indigenous and/or cultural studies and are pursuing a career in that area.

### **Want to know more? You will...**

- Engage with drop-in visitors as required, providing them with an informative and educational experience regarding the museum and its exhibits, programs and events.
- Maintain the frontline and/or gift shop and performs cash handling duties as required.
- Perform routine office and administrative tasks of the Sncəwips Heritage Museum including but not limited to:
  - Reception duties - answering and directing clients and phone calls, arranging couriers, managing boardroom bookings, reporting daily attendance
  - Photocopying, sorting, filing
  - Ordering and maintaining office supplies and other materials as requested by staff
  - Assists Communications Coordinator with social media presence
  - Assists Museum Assistant with tour scheduling and invoicing
  - Prepares memos, emails, posters, and other correspondence as required
  - Completes opening and closing procedures
  - Maintains a clean and efficient work environment
- Co-ordinate and assist with special projects and events as required
- Research information on a variety of heritage/cultural subjects for the Museum as directed by the Sncəwips Operations & Cultural Administrator or other Sncəwips staff

*Community. Leadership. Pride.*

**Must Haves:**

- Must be a registered student, returning to studies in fall 2023, grade 10-12 or post-secondary
- Educational interests include Arts, History, Anthropology, Archaeology, Indigenous Studies, and/or Political Science and Business Administration
- Must be willing to work on Saturdays
- Experience working with indigenous communities/people considered an asset
- Criminal Record Check with results acceptable to WFN

**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

The hourly range for this position \$16.75 – \$23.00

**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, March 31, 2024.**