



Penticton Indian Band

841 Westhills Drive
Penticton, British Columbia
Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

March 10, 2026

Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

Position Title:	Referrals Data Management Clerk	Pay Rate:	Starting at \$24.00/hr
Department:	Natural Resource Department	Classification:	7/Administrative
Status:	Term (to Nov 15, 2026)	Responsible To:	Referrals Coordinator
Location:	PIB NR Office, 162 Westhills Crescent, Penticton, BC V2A 6J7		
Closing Date:	March 25, 2026		

Job Summary:

Reporting to the Referrals Coordinator, the Referrals Data Management Clerk provides critical data entry and referrals management services to support PIB's crown consultation engagement processes. Maintaining strong and positive working relationships with both internal and external resources is vital to delivering an effective service. The role will be responsible for the entry and processing of referrals received from the province of BC using the CKK database (or other referrals software) and following the PIB referrals policy. The position is required to be called upon to participate in National Syilx referrals related meetings and to support the PIB Natural Resources manager on referrals related meetings and engagements with proponents, provincial and federal governments, the PIB community and PIB Chief and Council.

Core Competencies:

- Ability to initiate, plan, organize and follow PIB's referrals policy
- Ability to prioritize and manage a number of jobs simultaneously and efficiently
- Ability to assess the significance of a
- Ability to communicate with government agencies and proponents; initial point of contact and liaison for the Band
- Assist in updating the NR social media pages, community
- Skilled in effective written and oral communications
- Ability to accept challenges and create solutions.
- Ability to see all aspects from a neutral point of view to assist in compromised situations.

- record and it's short or long-term retention.
- Experience in accounting and book keeping.
- Skilled in the use of all office equipment and MS office computer applications.
- and outside agencies on referral response activities
- Ability to operate independently, as well as function as a member of the NR Team
- Knowledge and understanding of Okanagan / Syilx Rights and Title
- Referrals Records/information management.
- Ability to meet deadlines.
- Ethics & Integrity.
- Safety Management Experience.

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Referrals Records/information management.
- Data Entry to CKK database (or other referral software) for all referrals.
- Assist in developing communication materials for the Referrals department.
- Develop and maintain a central referral filing system.
- Organize meetings and agendas for all referrals meetings.
- Take minutes at all referral meetings.
- Send out response letters and invoices as directed by Referrals Coordinator
- Assist in updating the Band's website, community and outside agencies on referral response activities.
- Assist Referrals Coordinator in implementation of PIB's Referrals Policy.
- File documents, budgets, and work plans as directed by Referrals Coordinator.
- Prepare invoices and PO's using Xyntax accounting software.
- Track all active referrals assisting the NR Manager to ensure deadlines are met.
- Planning & Organizing.
- Log all relevant information and communications pertaining to the Band's draft referral policy.
- Log all relevant information and communications pertaining to referral projects including invoices, phone calls, email and mail correspondence.
- NR project coordination.
- Other duties are required.

Specific Job Skills and Levels

- Must possess good interpersonal and communication skills - oral and written
- Ability to maintain positive, professional working relations with staff, community and external agencies
- Conflict resolution and moderation skills
- An understanding of xyntax accounting software is preferred
- Must have excellent computer skills
- Must demonstrate tact, discretion and sound judgment while dealing with sensitive issues

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- High School graduate.
- Experience working with safety programs.

Other Certification, Licenses, Designations and/or Training

- Valid Class 5 BC Driver's License with clean Driver's Abstract;
- Own transportation;
- First Aid with CPR;
- Criminal Records Check

Minimum Level of Experience

- 1-2 years data management experience preferred.

Assets:

- First Nations heritage.
- Prior experience in working with in referrals/crown consultation
- Knowledge in Xyntax;
- An understanding of the Syilx cultural and community environment would be an asset
- 2 Year Diploma in data/records management preferred.
- Knowledge of the Penticton Indian Band community and Syilx culture.
- Preference will be given to those with Okanagan ancestry.

Working Conditions:

- High volume of communication demands (telephone calls, emails, face to face, etc.);

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career. Please send a resume and cover letter to the attention of:

**Armando O. Lopez, HR Manager
Penticton Indian Band**

Mail: 841 Westhills Drive **Fax:** (250) 493-2882
Penticton, BC V2A 0E8 **Email:** jobs@pib.ca

In Person: PIB Administration Offices – 841 Westhills Drive, Penticton, BC

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. **We thank all those who apply; however, only those candidates selected for interview will be contacted.***