



# Okanagan Nation Alliance

101 -3535 Old Okanagan Hwy, Westbank, BC V4T 3L7

Phone (250) 707-0095 Fax (250)707-0166

[www.svilx.org](http://www.svilx.org)

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## EMPLOYMENT OPPORTUNITY

### **Wellness Program Team Assistant Permanent, Full-Time**

The Okanagan Nation Alliance (ONA) is the Tribal Council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve the Syilx Okanagan Nation Title and Rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

This position will work with the Wellness Team, ONA departments, Okanagan Nation communities, First Nations and other partners. Utilizing a collaborative approach, this position takes direction from the Wellness Administrators team to implement Wellness Department administration functions.

#### **Key Responsibilities:**

##### ***Program Assistant Responsibilities***

1. Provide oversight and coordination of admin support function to team.
2. Orientation, training and support of program staff in administrative areas.
3. Inventory management oversight, ensuring inventory is accounted for and coordinate system.
4. Support community sessions as requested by Team Leads, including completing all logistics (including location and set up, coordinating documents), minutes, and confirming attendees.
5. Liaise with ONA's Contracts Coordinator to ensure organization and coordination of Wellness Department Contracts, working with ONA Wellness Team Leads to support proper allocation, electronic management, and reporting is completed.
6. Oversee and monitor the File management system (electronic and physical) for all Wellness Programs (including access and set up).
7. Assist in updating and implementing the Wellness Department Manual.
8. Ensure the Wellness Department program manuals are up to date.
9. Support Interview and Hiring Process, develop job postings, monitor Wellness job applications (WellnessHR email), share with appropriate Administrator and Team Lead, and support interview process for program teams.
10. Create and complete required templates, briefing notes, and reports including: financial, human resources, administrative, strategic and operational planning.

##### ***Administrative Responsibilities***

1. Ensure the appropriate day-to-day administration tasks are distributed amongst the Wellness admin team (as per job descriptions) and provide direction and follow-up.
2. Ensure process and book fleet vehicles, boardroom bookings, travel requests including flights and accommodations.
3. Coordinate and Liaise with Finance Team to ensure payables, PO's and other financial duties are complete, including tracking and follow up.

4. Liaise with ONA Administrative (including IT) team to share information with Wellness Team, to troubleshoot and to ensure Wellness Department standardization of emails.
5. Participate in marketing and communications activities.
6. Ensure coordination of Wellness Team meetings and assigned ONA events.
7. Promote community awareness and understanding of ONA's mandate.
8. Other duties as discussed and agreed upon.

### **Qualifications**

Diploma in Business Administration with (5) five years relevant experience or an equivalent combination of education and experience. Experience working within a First Nation is preferred.

### **Knowledge, Skills and Abilities**

- Excellent administration and general office finance skills.
- Strong supervisory skills.
- Ability to create and maintain file management, records and documentation systems.
- Demonstrated organizational, time management and presentation skills.
- Discretion, ability to respect confidentiality and handle sensitive information.
- Excellent mediation and conflict resolution skills.
- Demonstrated organizational, time management skills.
- High proficiency with Microsoft Office, including SharePoint, Excel and Outlook.
- Must have excellent interpersonal, communication and collaboration skills.
- Demonstrated knowledge of the colonial legacy and impacts and effective trauma informed communication.
- Experience in working with First Nation organizations.
- Availability of a reliable vehicle and a valid BC Drivers' License.
- Ability to work flexible work hours/willingness to work on evenings and weekend.
- Current criminal record (vulnerable sector) check with the RCMP.

**Salary Range:** \$21.70- \$29.36 (dependent on skills, experience and qualifications)

**Application Procedures:** Please send a current resume and covering letter to:

**Human Resources**  
**Okanagan Nation Alliance**  
**#101 – 3535 Old Okanagan Hwy,**  
**Westbank, BC V4T 3L7**  
**Email: [WellnessHR@syilx.org](mailto:WellnessHR@syilx.org) or Fax: (250) 707-0166**  
**COMPETITION OPEN UNTIL FILLED**

**Thank you for your interest. No Phone Calls Please only those short-listed will be contacted**