

## **JOB POSTINGS**

### **Shuswap Nation Tribal Council—Aboriginal Skills Employment & Training Strategy**

**Position: Administrative Assistant (Merritt)**

Reporting to: Program Manager Central

The **Aboriginal Skills Employment and Training Strategy** is seeking an **Administrative Assistant** to work out of the Merritt Office. S/he will be responsible for coordinating the offices, ordering and maintaining supplies, general reception duties, assisting in processing documents, maintaining filing, preparing office payables/receivables and coordinating meetings and special events.

The Administrative Assistant will work with the Employment Counsellor to maintain the Accountability and Resource Management Database and complete Labour Market Research within the region. The individual must be a motivated self-starter. S/he will work closely with the Aboriginal community, clients and employers, building positive communications and relationships.

**POSITION PROFILE:** The successful candidate will be part of an Employment and Skills Development Services team and will promote the ASETS Employment and Training Programs. S/he will serve as an advocate and link for clients. S/he will work closely with the local communities in the area where the office is located and represent ASETS in a professional and conscientious manner. This is a term position requiring 28 hours per week.

A full work description including qualifications can be requested by contacting [adminassets@assets.org](mailto:adminassets@assets.org).

**Terms of Employment:** Term Ending March 31, 2017  
28 hours per week starting **November 7, 2016**.

**Location:** Merritt, BC. The ASETS Head Office is located in Kamloops, BC.

**To Apply:** Please submit your resume and cover letter citing salary expectations and location to which you are applying for.

**Mail:** Administrative Assistant, ASETS, Shuswap Nation Tribal Council, 680 Athabasca Street West, Kamloops, BC V2H 1C4 with the note, "Confidential".

**Email:** [adminassets@assets.org](mailto:adminassets@assets.org) with the "Administrative Assistant"

**Facsimile:** 778-471-5804 with a cover page noting "Administrative Assistant"

**Closing Date: Thursday, November 3, 2016 at 12pm**

In accordance with the SNTC Human Resource Policy, the preference will be to hire persons of Aboriginal Ancestry pursuant to Section 41 of the BC Human Rights Code. Only those who qualify will be contacted.

## JOB POSTINGS

### LOWER NICOLA INDIAN BAND EMPLOYMENT OPPORTUNITIES

**Public Works Officer**—Support the Maintenance Supervisor with LNIB's public works operations, maintenance and repairs. This position is also responsible for animal control by-laws.

*Deadline to apply: November 8, 2016 @4:30pm*

#### **Maintenance Technician Assistant**

Reporting to Public/Capital Works Executive Assist.

*Deadline to apply: November 8, 2016 @ 4:30pm*

#### **Elders needed for the Nle?kepmx Language Nest**

Language nest will consist have children between 0-5 years of age, accompanied by 1 parent.

*Deadline to apply: November 10, 2016 @ 4:30pm.*

For Job Descriptions on LNIB job postings, you can contact either at ASETS 250-378-0126 ; check out the last edition of the Merritt Herald, or contact Bridget LaBelle at Lower Nicola Indian Band.

Please send cover letter and resume to:

Bridget LaBelle

Director of Human Services

Lower Nicola Indian Band

181 Nawishaskin Lane

Merritt, BC V1K 0A7

Telephone: 250-378-4089

Fax: 250-378-6188

Email: [bridgetl@lnib.net](mailto:bridgetl@lnib.net)

### PHARMASAVE

#### **Dynamic Wellness Coach**

The individual will support, motivate and educate our clients about healthy eating and lifestyles using the medically based 'Ideal Protein' weight loss management program. Please send resume in confidence to: Lap Yu, at [lapwu88@gmail.com](mailto:lapwu88@gmail.com)

**Wal-Mart, Merritt, BC** - Store Standards Associate, Sales Floor Associate AND a Dairy / Frozen Food Associate. \*Apply on Indeed.com or Workopolis.com

**ALL SAFE TRAFFIC, MERRITT, BC**—Full time and part time traffic controllers wanted in Merritt, Kelowna, Vernon and Penticton areas. Must possess a valid drivers license and a valid BC Certified TCP ticket. Must supply a driver's abstract. Very competitive starting wage. Email: [Shawna@allsafetraffic.com](mailto:Shawna@allsafetraffic.com)

**Boston Pizza, Merritt BC**— Servers / Community Relations Coordinator / Host / Hostess / Scullery / Mobile Server / Bartender / Cook / Kitchen Manager / Assistant Kitchen Manager. Job opportunities are ongoing throughout the year. Apply online: [bostonpizzacareers.ca](http://bostonpizzacareers.ca)

**Operations Manager, ARNICA CONTRACTING, Merritt, BC**— We are seeking a person who wants to learn and grow within our company. The right candidate will have 5 years supervisory experience, strong multitasking skills, experience in civil construction and heavy equipment and a high level attitude. If you have impeccable character and a strong work ethic, send your resume: by fax, 250-315-5074 or email: [admin@arnicacontracting.com](mailto:admin@arnicacontracting.com)

**McDonald's in Merritt, BC** is presently looking for a COOK and CASHIERS. You "learn while you earn" through our world class training programs. Are you an energetic, positive and friendly team player who puts the customer first! ? If you would like to apply for this position please click 'APPLY NOW!' (but first, go to "WORKOPLIS.COM" find "Merritt" and then go to the McDonalds ads...)

**Tim Hortons, Merritt BC**—Flexible hours, competitive wages, all shifts available. Please email resume and availability to: [merritt@teamtims.ca](mailto:merritt@teamtims.ca)

**NVCL—Merritt, BC**- Value Added Lumber Remanufacturing Plant is hiring **production workers**, \$14-20/hr. Steady Employment. Experienced Carpenters and Welders required. Wage dependant on experience. Submit resume in person: 1195 Houston Street, Merritt, BC Phone: 250-378-6161



Merritt ASETS Employment Counsellor: Deloris Charters Email: [merritttec@assets.org](mailto:merritttec@assets.org)

Merritt ASETS Administration Assistant: Jody John Email: [merrittadmin@assets.org](mailto:merrittadmin@assets.org)

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## NVIT JOB POSTING

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**NVIT anticipates a requirement for a full-time Recruitment, Admissions & Registration Officer at our Merritt campus, and invites applications from qualified individuals.**

### **Recruitment, Admissions & Registration Officer (Merritt Campus)**

**Job Description:** NVIT is BC's Aboriginal public post secondary institution. As a leader in Aboriginal post-secondary education and a fully accredited member of BC's post-secondary education system, we provide a comprehensive range of programs up to the degree level at our campuses in Merritt and Burnaby. NVIT also delivers programs online and in Aboriginal communities throughout British Columbia. With an institutional mission dedicated to student success and excellence in Aboriginal education, NVIT employees honour an atmosphere embedded in Aboriginal culture and traditions while cultivating an environment founded on learner-centred principles that promote student recruitment, engagement and achievement. Join a growing and innovative institution committed to making a difference in Aboriginal education and communities.

**Job Summary:** The Recruitment, Admissions & Registration Officer (RARO) is a member of the Enrolment Services Team and is responsible for the student recruitment, admissions and registration functions of NVIT.

The RARO represents NVIT at career fairs and other promotional events, and participates in various recruitment activities throughout the province for which travel is required. The RARO also processes prospect inquiries and applications, admits students, assists students with registration processes, maintains program applicant lists, and prepares registration and information packages to send to prospective and current students. The RARO is the first point of contact for NVIT, which includes switchboard, face-to-face, and electronic inquiries. The RARO may also be required to complete some of the duties of the Communications and Events officer including web site maintenance, production of promotional materials and organizing institute-wide events.

**Student Recruitment:** assists in the planning and organizing of recruitment schedules, marketing materials and communications; host events and activities both on-campus and off-campus in partnership with First Nation Communities, Aboriginal organizations, and educational institutes within the K-12 and post-secondary systems; provide documented, detailed plans and reports on institutional events/activities hosted both on and off campus; represent NVIT at trade shows exhibits; recruit at high schools, attend career fairs, and other promotional events; assist with planning and hosting of campus-wide events.

**Admissions and Registration:** data enter applications with a high level of accuracy; register, add, drop, and withdraw students from courses; build course sections in Colleague; process transcript requests; handle all inquiries concerning application requests and procedures, student records and registration, and general program information; create and maintain student record files .

### **Requirements/Qualifications:**

- relevant Bachelor's degree with a minimum of one year experience working in the BC public post-secondary system preferably in a recruiting and/or admissions and registration environment, equivalent education and experience may be considered;
- extensive computer systems experience with proficiency in the following application software: Microsoft Office Suite, Prezi, Sharepoint, Colleague, Web Content Management Systems, and InDesign;
- a detail-oriented ability to analyze, process and disseminate information through diverse mediums;
- strong interpersonal, written, and oral communication skills;
- a demonstrated commitment to quality service to students, the public, and the NVIT community;
- ability to work and problem-solve both independently and in a team environment;
- valid driver's license and a willingness to travel frequently; and
- a knowledge of Aboriginal culture.

NVIT gives high priority to Aboriginal candidates. All applicants should be experienced in working with Aboriginal people.

**Salary:** \$41,750.23 - \$50,389.36 Annually  
**Contact:** Leah Garcia-Gray  
**Email:** [hr@nvit.bc.ca](mailto:hr@nvit.bc.ca)  
**Phone:** 250-378-3308  
**Fax:** 250-378-3332  
**Address:** NVIT  
4155 Belshaw St.  
Merritt, BC, V1K 1R1

**Job posting will remain open until position is filled.**



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**Merritt ASETS Employment Counsellor:** Deloris Charters **Email:** [merrittec@asetts.org](mailto:merrittec@asetts.org)  
**Merritt ASETS Administration Assistant:** Jody John **Email:** [merrittadmin@asetts.org](mailto:merrittadmin@asetts.org)

# Aboriginal Skills & Employment Training Strategy

## WHAT WE DO AT ASETS:

ASETS is committed to helping clients enter into the workforce or explore and discover a new career path. We have dedicated staff who offer support and the following: Employment counselling; self-directed job search; industry training; essential skills assessments; academic assessments; funding for training; funding for job starts.

## LOOKING FOR WORK??

Our Employment Counsellors work with clients to explore their employment options and develop return to work action plans. This process can include several approaches such as: Job search skills; career decision making; resume writing; employer connections and skill development. ASETS also offers job boards; computers for clients; telephone; resume printing and labour market information.

## LOOKING FOR TRAINING?

If clients require training or re-training to enter the workforce, our staff may be able to help access funding to begin a new and exciting career path. WE can provide funding for the following occupational training: Industry recognized certification; certificate and diploma programs and trades foundation training.

## IN-HOUSE INDUSTRY TRAINING PROGRAMS:

Various programs are offered throughout the year and are based on industry demand such as: Construction; Oil & Gas; Landscaping, etc.

**For further information, call Deloris Charters or Jody John at Merritt ASETS: 250-378-0126.**

**Merritt ASETS distributes updated job opportunities weekly every Monday through this job bulletin!**



For further information on the jobs posted, please come in to the Merritt Aboriginal Skills & Employment Training Strategy office at 2051-D Voght Street, Merritt BC and take a look at the ASETS JOB BOARD. Would you like to develop an action plan for getting back to work? OR Do you need help with a resume? Contact Deloris Charters, Merritt ASETS Employment Counsellor at 250-378-0126.

If the job is online, you might find it on Indeed.com. Indeed enables you to search jobs posted on 1,000's of web sites. Employers also post jobs directly



## SERVICE CANADA

Do you need to get your Social Insurance Number? The schedule for Merritt Outreach Dates for SERVICE CANADA at SERVICE BC MERRITT is:

Tuesday, November 8, 2016 (9am-3:30pm)

You can also file your record of employment (ROE) and file for unemployment insurance. Located at the Rail Yard Mall (2194 Coutlee Avenue, Merritt, BC)

**KEEP CALM AND REDO YOUR RESUME**

## DID YOU KNOW?

That potential employers ACTUALLY "CALL" your REFERENCES!?!  
\*\* Make sure your references are up to date on your RESUME!

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