



Citxw Nlaka'pamux Assembly

JOB POSTING

Employment & Training Administration Assistant

JOB TITLE:	Employment & Training Administration Assistant
DEPARTMENT:	Employment and Training
REPORTS TO:	Employment and Training Lead
TERM:	Full-time, permanent position
START DATE:	As soon as a suitable candidate is found

Citxw Nlaka'pamux Assembly (CNA) was created in 2013 as a powerful and unifying voice for eight Nlaka'pamux Bands regarding the Teck Highland Valley Copper Mine. It is governed by a Board of Directors appointed by the eight Participating Bands. Headquartered in Merritt, BC with a workforce of over 30, CNA provides training and job readiness along with cultural, social, and technical programming to the over 2780 members of the eight Participating Bands.

The Employment & Training (E&T) Department provides culturally competent services focused on supporting members of the eight Participating Bands in gaining meaningful employment through, client direct supports, agency and employer relations, job readiness and training, and ensuring compliance with employment and training related commitments.

Primary Duties

The Employment & Training Administration Assistant will work in a team environment to provide key administrative supports to the Employment & Training Lead by:

- Supporting client intake, needs assessment, training/certification planning and employment placement/readiness,
- Fielding client walk-in inquiries and ensuring clear follow up actions and supports result from said walk-in ,
- Coordinating with the File Clerk to ensure client records, needs, and support plans are kept up to date,
- Tracking and reporting on compliance of relevant partnership commitments as it relates to employment & training ,
- Planning and executing training and other E&T events, including collaboration with Participating Band and/or external partners where required ,
- Overseeing client registration for E&T events, training or other certifications,
- Supporting the maintenance of an employee database to meet obligations with external partners,
- Maintaining a community Job Board to communicate all employment opportunities in the region to clients, Bands, and external partners, and
- Implementing processes for continuous improvement in training and event participation and access by members.

Knowledge, Skills and Abilities

- Ability to handle confidential information with professionalism and discretion,
- Knowledge of local and regional area labour/employment market and community resources is an asset,
- Committed to providing tools, resources, and opportunities to enable clients to exceed their own expectations,
- Ability to research and collect data and to prepare reports and related documentation,
- Demonstrated ability to coordinate and manage concurrent activities while keeping management and partners informed,
- Be adaptable to various competing demands and demonstrate the highest level of competency and confidentiality,
- Proficient in Microsoft Office,
- Exceptional written and verbal communication skills,
- Strong problem-solving, critical thinking, and diplomacy skills,
- Must be organized and possess administrative skills,
- Knowledge of nłe?kepmx cultural values, and willingness to learn nłe?kepmx protocols, beginner nłe?kepmxcín, and
- Recognizes and respects cultural diversity.

Experience and Requirements

- Minimum of a High School diploma or equivalent, office administration experience is an asset,
- Valid driver's license and access to a reliable vehicle,
- Ability to work Monday - Friday, 8:30 AM - 4:30 PM with fluctuation when required for events, and
- Travelling will be required to attend job fairs, meetings and to meet clients.

We will provide training and professional development to support the right candidate. We believe in growth and curiosity. If you have some of these qualities and believe you would be of value to our organization, then we want to hear from you!



Please submit your cover letter and resume to:

Citxw Nlaka'pamux Assembly

Email: HR@cna-trust.ca

In Person: 2025 Granite Ave, Merritt BC

The Citxw Nlaka'pamux Assembly is an equal-opportunity employer. We encourage applicants from diverse backgrounds and are committed to building a respectful and inclusive workplace that reflects the community we serve. This position is open to all candidates who meet the qualifications. A hiring preference will apply for qualified candidates of Canadian Indigenous ancestry, with a priority for qualified nłe?kepmx candidates.

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted.

Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Citxw Nlaka'pamux Assembly respects the privacy of all applicants and the confidentiality of personal information.