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www.saikuz.com

Position Information

Position:	Pathways Assistant	Hours:	Full-time, Seasonal (9 weeks)
Position ID:	SS-2106	Wage:	15.20/hr
Supervisor:	Pathways Coordinator		
Start Date:	June 7, 2021		

Job Summary

To assist the pathways coordinator in the delivery of programs in areas of Traditional Governance, Socio-Economic, Economic Development, and Environmental Stewardship.

The Pathways Assistant is responsible for:

- Distribution of communication materials
- Creatively working with the community members in a COVID-safe environment
- Producing reports on work completed
- Meeting with Saik'uz staff to assist in the delivering Pathways programs
- File documents related to Pathways programs
- Participate in Pathways programs

Requirements:

- Minimum Class 7 drivers license and access to a reliable vehicle
- Criminal record check
- Computer literate (particularly with Microsoft Office)
- Current or recently graduated student

Qualifications & Skills:

- Strong organizational skills
- Familiarity with Saik'uz culture and history
- Self-starting individual able to work with little supervision
- Possessing excellent writing skills
- Team-oriented
- Confident in meeting with others and interviewing

Please include the Position ID in the subject line and submit your cover letter and resume to resume@saikuz.com by May 26, 2021.

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