



STK'EMLUPSEMC TE SECWPEPMC NATION

As represented by the Tk'emlups te Secwepemc and the Skeetchestn Indian Band

Job Postings (1)

DEPARTMENT:	Stk'emlupsemc te Secwepemc Nation (SSN)
SUPERVISOR:	SSN Cultural Heritage Coordinator
POSITION/TITLE:	SSN Secwepemctsin Transcription Technician
TERMS:	1 year contract with potential renewal

POSITION AVAILABLE:

SSN Secwepemctsin Transcription Technician

KEY DUTIES & RESPONSIBILITIES:

- Write Secwepemctsin language from transcriptions
- Provide guidance on the interpretation of transcribed protocol, principles and legal traditions
- Maintain a confidential manner

REQUIRED QUALIFICATIONS:

- Must be fluent in writing and speaking the Secwepemc language
- Ability to work independently, and as part of a team, with minimal supervision
- Ability to handle confidential information in a trusted and responsible manner
- Effective written and interpersonal communication skills
- Strong teamwork, problem solving and service orientation skills
- Must be willing to work flexible hours based on project requirements
- Valid BC Driver's Licence Class 7N with reliable transportation
- Experience working with First Nations is an asset
- Other related duties required by Stk'emlupsemc Enterprises Inc. (SEI) and SSN

OTHER QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- Preference will be given to members of the Secwepemc Nation or individuals of Aboriginal descent
- Applicants should have a strong understanding and respect of Secwepemc culture, tradition and history



HOURS OF WORK: Flexible hours based on role and project requirements
PAY: Commensurate with this position
LINE OF AUTHORITY: Reports to **SSN Cultural Heritage Coordinator & SSN Executive Director**

Submit cover letter, résumé and three references to attention of:

Nancy Bonneau, Stk'emlupsemc te Secwepemc Nation

P.O. Box 188, Savona, BC V0K 2J0

Tel: 250.373.0023 Fax: 250.373.0025

Email: nancy@stkemlupsemc.ca

Application Deadline: March 31, 2017

The Stk'emlupsemc te Secwepemc Nation thanks all applicants for their interest; however, only those individuals who meet or exceed the identified qualifications for each position will be contacted. We thank all interested parties in advance for their interest in SSN.

