Tŝideldel First Nation

Senior Administrative Assistant / Event Coordinator Employment Opportunity

Position Summary

Tsideldel First Nation is seeking Senior Administrative Assistant / Event Coordinator provides high-level administrative support primarily within the Finance Department, while also managing the planning and execution of organizational events. This dual role requires exceptional organizational skills, proficiency in office software, and the ability to manage confidential information with discretion.

Briefing of General Responsibilities

- Maintain organized physical and digital filing systems.
- Crosstrain to provide interim support for designated financial operations as needed.
- Plan and execute events from concept to completion.
- Manage logistics including scheduling, venue booking, and travel arrangements.

Required Skills and Qualifications

- Demonstrated experience in administrative support and event coordination.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and virtual meeting platforms such as Microsoft Teams.
- Strong organizational and time-management abilities.
- Excellent communication and interpersonal skills.
- Ability to handle sensitive and confidential information with discretion.
- Experience in budget tracking and financial management is preferred.
- Self-motivated with the ability to work independently and take initiative.

General Description

Salary Range:	$24.22- 28.50 depending on qualifications and experience.
Benefits:	Employment Benefits including health and dental care eligibility upon successful completion of 3-month probationary period.
Employment Classification:	Full-time, Permanent
Working Conditions:	In Office, on-site. (Remote work is not offered currently)
Location:	Chilanko Forks BC
Work Schedule:	35 hours per week. May be required to work evenings and on the weekends.

Application Process

Apply to: By email attention CAO to execassistant@tsideldel.org
Deadline: November 5, 2025

Preference will be given to those of Aboriginal Ancestry - per Section 16(1) of the Canadian Human Rights Act. We appreciate everyone's interest in the position; however, those selected for an interview will be contacted.

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