



Tsideldel First Nation



Tsideldel Family Services – Nexwesiqa Qa

Job Opportunity: Receptionist

Location: Williams Lake, BC (Urban Office)

Employment Type: Full-time

Salary: \$17.85 - \$20.81 (based on experience)

About Us

Tsideldel Family Services – *Nexwesiqa Qa* (meaning “*For Our Children*”) is dedicated to supporting Tsideldel members and families, both within our community and those living away from home. Rooted in Tsilhqot’in culture, language, and values, our work focuses on strengthening family connections, promoting wellness, and ensuring that every child and family feels supported and included.

Position Summary

We are seeking a friendly, organized, and reliable **Receptionist** to join our new **urban office in Williams Lake**. This role is the first point of contact for community members and visitors. The Receptionist will provide administrative support to our team and help ensure that our office runs smoothly and efficiently.

Key Responsibilities

- Greet and assist visitors, community members, and clients in a welcoming, respectful manner
- Answer phone calls, emails, and general inquiries
- Maintain a clean and organized front office area
- Schedule appointments, meetings, and manage calendars
- Support staff with filing, photocopying, scanning, and data entry
- Assist with event coordination and community gatherings
- Maintain confidentiality and uphold the values of Tsideldel Nexwesiqa Qa
- Provide administrative support to leadership and program staff as needed

Qualifications & Skills

- High school diploma or equivalent (post-secondary education in office administration an asset)
- Previous administrative or receptionist experience preferred
- Strong communication and interpersonal skills
- Proficient in Microsoft Office (Word, Excel, Outlook) and general computer use
- Ability to work independently and as part of a team
- Knowledge of Tsilhqot’in culture, values, and community connections is a strong asset
- Must maintain confidentiality and professionalism at all times

Preference will be given to those of Aboriginal Ancestry - per Section 16(1) of the Canadian Human Rights Act.

How to Apply:

Please send your **cover letter and resume** to:

Tsideldel Family Services – Nexwesiqa Qa Program Manager, Marilyn Charleyboy

Email: wpc@tsideldel.org

Deadline to apply: November 10, 2025

We thank all applicants for their interest. Only those selected for interviews will be contacted.