



Lax Kw'alaams Band

206 Shashaak Street,
Lax Kw'alaams, B.C. V0V 1H0
PH: 250-625-3293 F: 250-625 -3246

JOB OPPORTUNITY

Assistant Education Coordinator

Date Classified: April 15, 2025

Location: Lax Kw'alaams, BC

Business Unit: Education

Reporting to: Education Manager

The Lax Kw'alaams Band has an opening for an Assistant Education Coordinator, for a set term May – August 2025, open to 15 to 30 year olds, as this funding is from FNEESC under Mentored Work Placement Program which is part of Skills Link Program. The successful candidate will provide administrative support by carrying out the tasks within the Education Department.

Duties and Responsibilities will include but not be limited to:

Receives, sorts, prepares and processes data, including entry in the Band's computer system.

- Responding to requests from Band Members
- Answering telephone calls
- Sorting and distributing mail
- Enter data into a computer on a timely basis
- Assist other staff with regular duties including month and year end reports as directed.
- Operate office equipment including calculators, photocopier, fax machine and computer as required
- Updating the student history data base
- Complete the final reports with ISC as directed.
- Compliance with regulations and laws.
- Receiving and processing all data
- Maintain detailed, accurate records and files utilizing a personal computer
- Prepare reports as required
- Assist members promptly with applications and forms
- Liaise with other Band employees to provide service
- Perform all other tasks as assigned.

QUALIFICATIONS:

- Ability to manage priorities and to meet deadlines
- Experience with office procedures and a computerized environment
- Able to deal politely and effectively with the public and staff members
- Maintain strict confidentiality
- Highly computer literate with advanced Microsoft Excel skills.



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- Must have excellent attention to detail, a sense of urgency and communication skills.
- A team player, able to perform a full range of finance-related activities as necessary
- Ability to demonstrate a commitment to a healthy lifestyle.
- Provide a current Criminal Record Check
- The successful candidate will remain in full compliance with all public health orders and Band policies throughout their employment

Compensation & Benefits

- Wages \$ 25.00 per hour or as per the collective agreement
- This position is open to all genders
- This is a Union position within CUPE Local 2365

Submission Deadline: April 30, 2025

- Pursuant to Section 42 of the BC Human Rights Code, preference may be given to applicants of Indigenous Ancestry.
- Only candidates selected for an interview will be contacted
- We invite all interested parties to reply in the strictest confidence to submit their resumes to Human Resources by email: hr_mgr@laxband.com