

RECEPTIONIST / ADMINISTRATIVE ASSISTANT CASUAL / PART TIME

snuwuyulh
(sacred teachings)

natsamaat
(together as one)

tsi'tsu watul
(helping each other)

nu stli'ch
(love)



THE OPPORTUNITY

- You will greet visitors, both on the phone and in person with a friendly and welcoming demeanour
- You provide clerical support using a variety of programs, including Microsoft Word, Excel, Outlook, etc
- You efficiently assist with data entry and filing tasks
- You manage the office calendar(s), when required
- You build relationships with students and staff in a professional and courteous manner
- You easily build & maintain a respected reputation in the community while respecting and following Coast Salish ways of knowing and being
- You collaborate with staff and community members to understand the SES vision

WHAT YOU BRING

- You are personable and able to deal with a variety of people comfortably and pleasantly
- You have excellent skills when using a variety of computer software programs including Microsoft Word, Excel, Outlook
- You pride yourself on being organized and detail-oriented
- You are a collaborative team-player who is also capable of working independently
- You follow directions effortlessly and show commitment by seeing tasks through to completion
- You possess strong oral and written communication skills
- You are dedicated to incorporating our indigenous Coast Salish culture, Hul'q'umi'num language & Stz'uminus ways of knowing in your professional practices & personal learning journey
- You are a collaborative team player who respects and values what each member of a Community contributes
- You are eligible for clearance of a Criminal Record Check for working with children and vulnerable persons

We are seeking a personable and organized person with experience in office administration to join our team working as an ADMINISTRATION ASSISTANT / RECEPTIONIST at our beautiful location in Ladysmith, BC on central Vancouver Island.

The Administration Assistant / Receptionist will work in a casual capacity, working variable hours or short term assignments, to provide office and reception support to staff, students, and community members within our SES programs.



**STZ'UMINUS
EDUCATION**

We proudly offer learning opportunities for all ages, from infancy through to elder years, through our dynamic and integrated programs:

Nutsuamat Lelum Child Care Centre
Infant-School Age

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Stz'uminus Primary School
Jr. Kindergarten-Grade 4

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Stz'uminus Community School
Grades 5-12

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Hul'q'umi'num Language Classes
Preschool-Elder Years

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Post-Secondary & Continuing
Education - All Ages

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Career Planning & Job Readiness

To explore how we might work together,
please send your application via careers@stzuminus.com

Get to know SES & explore all we offer via
www.stzuminus.education/careers