



**British Columbia Aboriginal Land Managers  
Association (BCALM)  
Employment Opportunity  
TEMPORARY/PART-TIME FILING CLERK**

**Position: Temporary/ Part-time Filing Clerk**

The British Columbia Aboriginal Lands Association (BCALM) is a provincially registered not-for-profit organization that is Aboriginal-controlled, community-based, and membership-driven. BCALM is dedicated to raising professional standards and capacity in First Nation land management.

BCALM is seeking an experienced and driven individual for a Temporary/Part-Time position of Filing Clerk

**Position Summary:**

Working under the direction of the Executive Director, the Temporary/Part-time Filing Clerk will be responsible to assist the Executive Director in coordination/administration of creating a filing system in both hard copy and electronic format for record keeping of operations, programs, projects and activities that will advance the goals and objectives of the British Columbia Aboriginal Lands Association (BCALM).

**Responsibilities:**

Under the immediate supervision of the Executive Director or designate the Temporary/Part-Time Filing Clerk will:

- Be responsible for the creation of a filing system in both hard copy and electronic format for record keeping purposes.
- Sorting and labelling files alphabetically, numerically, by date and by project
- Ensuring proper storage of documents
- Creating and updating files and filing documentation in appropriate files
- Destroying outdated files following protocol or moving to inactive storage
- Perform other duties as requested and required

**Requirements:**

- Strong organizational, time management and attention to detail skills
- Excellent and effective written and verbal communication skills
- Proficiency in Microsoft Office Software
- Knowledge of Office rules, standards, online security and safe work practices when performing duties
- Experience in an Office Administration organization or work history in an administrative role
- Highschool diploma or equivalent
- Experience with working with First Nations is an asset and be familiar with First Nations culture and protocols
- Maintain confidentiality and ensure legislated privacy requirements are met.
- Takes a collaborative approach to work and thrives in a closely connected, team environment
- Own transportation and valid driver's license
- The successful candidate will be subject to a criminal record check (CPIC)



- Location:** Armstrong, British Columbia
- Employment Type:** Temporary/Part-time contract, with a possibility of an extension  
Start date is immediate.
- Language:** Fluency in English (written, comprehension and oral)
- Closing Date:** Open until filled
- Annual Salary:** Will commensurate based on qualifications and suitability
- Job Description:** Available upon request

- How to Apply:** Mail or Email the following:
1. Covering Letter detailing how your skills will be a benefit to this position
  2. Resume
  3. Two Current Signed and Dated Letters of Reference

**Send To:** Cindy Couch, Executive Director  
British Columbia Aboriginal Lands Association  
5214 Clcahl Road  
Armstrong, B.C. V0E 1B4  
Email: ccouch@nalma.ca

\*\*Please note, only those selected for an interview will be contacted for this position. All are welcome to apply, preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act\*\*