

Lands Administrative Assistant

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Position Title: Lands Administrative Assistant

Department: Lands

Reports To: Lands Manager

FTE/Hours: Full-Time

Location: Merritt, British Columbia, Canada

ABOUT LNIB

The Lower Nicola Indian Band (LNIB) is a vibrant and growing First Nations community in British Columbia, committed to the well-being, culture, and prosperity of its members. LNIB provides a wide range of programs and services including health, education, social development, governance, and economic development initiatives.

We value innovation, collaboration, and respect for our traditions, and we are dedicated to fostering a supportive, inclusive, and safe work environment for all employees. LNIB follows Indigenous governance principles and prioritizes community engagement, cultural knowledge, and sustainable development in all its operations.

Join LNIB and be part of a team that is making a meaningful impact in the community while contributing to a dynamic and culturally rich workplace.

POSITION SUMMARY

The Lands Administrative Assistant provides administrative, clerical, and communications support to the LNIB Lands Department.

This role supports departmental operations including records management, meeting coordination, financial administration, community communications, and event coordination. The position also provides administrative support to the **Lands Management Advisory Committee (LMAC)** and assists with organizing departmental communications with LNIB members.

The role plays an important part in ensuring the Lands Department maintains accurate records, supports effective governance processes, and communicates clearly with community members and stakeholders.

KEY RESPONSIBILITIES

ADMINISTRATIVE & OFFICE SUPPORT

- Provide day-to-day administrative support to the Lands Department.
- Maintain organized filing systems for both digital and physical land records.
- Assist with scanning, digitizing, and organizing documents.
- Coordinate room bookings, scheduling, and meeting logistics.
- Maintain departmental correspondence and administrative records.
- Support Lands staff with general administrative duties as required.

LANDS GOVERNANCE & COMMITTEE SUPPORT

- Coordinate scheduling and logistics for Lands Management Advisory Committee (LMAC) meetings.
- Prepare meeting agendas and distribute materials
- Record meeting minutes and maintain LMAC documentation and records.
- Assist with preparation of reports and documentation for leadership and governance processes.

MEMBER COMMUNICATIONS & OUTREACH

- Support regular communications with LNIB members regarding Lands initiatives.
- Assist with newsletter submissions and departmental updates.
- Maintain regular social media updates related to Lands Department activities
- Support development of communication materials and announcements.

EVENT PLANNING & COORDINATION

- Assist with planning and coordinating Lands Department events, meetings, and community engagement activities
- Support logistics including venue arrangements, scheduling, and communications.
- Coordinate materials and documentation for events.

FINANCIAL & OPERATIONAL SUPPORT

- Assist with Lands Department finance administration, including document preparation and expense tracking.
- Support documentation related to departmental budgets, plans, and reports.
- Assist with administrative tracking for departmental projects and initiatives.

KNOWLEDGE, SKILLS & ABILITIES

- Strong administrative and organizational skills.
- Ability to manage multiple priorities in a busy office environment.
- Experience with records management and document organization
- Strong written and verbal communication skills.
- Ability to work respectfully with First Nations community members.
- Attention to detail and confidentiality when handling sensitive information.
- Ability to work independently and collaboratively within a team environment.

TECHNICAL SKILLS

- Proficiency with Microsoft Office (Word, Excel, Outlook).
- Experience with Canva or similar design platforms for communications materials.
- Familiarity with social media platforms for organizational communications.
- Experience with document scanning and digital file management systems.

QUALIFICATIONS

- Diploma or certificate in Office Administration, Business Administration, or a related field, OR
- Equivalent combination of education and relevant administrative experience.

Preferred:

- Experience working with **First Nations governments or organizations**.
- Experience supporting committees or governance bodies.

WORKING CONDITIONS

- Fast-paced environment with frequent interruptions and urgent deadlines.
- Extended periods of computer use, meetings, and seated work.
- Must maintain a current and clear Criminal Record Check.
- Interaction with LNIB members, staff, and external stakeholders.
- Occasional evening or community event support may be required.
- Valid Class 5 BC Driver's Licence.
- Reliable transportation.

PREFERENCE

The Lower Nicola Indian Band (LNIB) follows Section 25 of the Human Rights Code, giving preference to Indigenous applicants where applicable.