TSARTLIP FIRST NATION

Tsartlip First Nation
Engagement & Administration Assistant

The Tsartlip First Nation is pleased to invite applicants to apply to the permanent, full-time **Engagement & Administration Assistant** position.
The **Engagement & Administration Assistant** (EAA) provides administrative coordination and community engagement support across the Administration Department. This position focuses on supporting internal operations, coordinating engagement activities, and improving communication flow between Administration, leadership, and community. The role plays a key part in ensuring that projects, meetings, and engagement initiatives are organized, accessible, and well-supported.

This position works closely with the Administrator and staff to support day-to-day administration while helping strengthen community connection and participation.

Applicants are invited to email their resume and cover letter to Anuradha Walisundera, CPHR at careers@tsartlip.com by 4:00PM on Friday, May 1st, 2026.

In alignment with Section 16(1) of the Canadian Human Rights Act and Section 42 of the BC Human Rights Code, it is the policy of nation to give preference in hiring to Indigenous peoples. Applicants who wish to be considered for preferential hiring are encouraged to self-identify in their application.

The salary for this position is starting at $47,685 per annum.

Education and Experience
- Grade 12 graduation (Dogwood or BC Adult Graduation Diploma);
- Preference for 1-3 years of experience of administrative or community engagement experience;
- Certificate/Diploma in Business Administration or Communications is an asset;
- Experience or lived experience working with First Nation communities;
- Experience supporting events, workshops, or engagement process is an asset;
- Proficiency using Microsoft Office and digital document management systems;
- Clear and current criminal record check;
- Valid Class 5 BC driver's license and reliable vehicle.

Duties and Responsibilities
- Provides day-to-day administrative support to the Administrator and Administrative team;
  I.e. Document formatting, Signature stamping, Document forwarding.
- Assists with scheduling internal meetings, coordinating logistics, and preparing basic meeting materials;
  I.e. Venue coordination, Catering, Printed materials, Tech. set-up and trouble shooting.
- Supports document organization, paper and virtual;
- Assists with data entry, tracking tools, and maintaining internal administrative systems;
- Active collaboration in Agendas, BCRs, Minutes with Chief and Council Secretary;
- Coordinates logistics for community engagement sessions, workshops, and events, including scheduling, set-up, take-down, materials, and attendance tracking;
- Supports communication of engagement opportunities in collaboration with Media team;
- Assists in maintaining engagement calendars and tracking participation across initiatives;
- Supports inclusive engagement by helping coordinate participation of Elders, Youth, and Community members; this includes door-to-door engagement;
- Assists with documenting engagement sessions, including notes, summaries, and feedback collection;
- Provides support to special projects and initiatives as required;
- Supports coordination between départements to ensure engagement activities and administrative priorities are aligned, and without conflict;
- Maintains confidentiality and professionalism in all interaction;
- Exercises sound judgment and respectful communication in working with community and staff;

- Attends meetings, engagement sessions, and community events as required;
- Promotes and supports a safe respectful workplace;
- Carries out other related duties as directed by the Administrator.

Thank you for your interest in this position, only those short listed will be contacted.