



## Stó:lō Community Futures Corporation

### Student Administrative Clerk



Stó:lō Community Futures (SCF), which is a Federally mandated, non-profit organization, has an exciting opportunity for temporary work for a post-secondary Indigenous student, as a **Student Administrative Clerk**. Join the SCF Team and learn about the Stó:lō business economy through Indigenous and Stó:lō Community business economic development. The qualified **Student Administrative Clerk** must be enrolled in an existing post-secondary course(s). *Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.* Please self-identify on your cover letter and/or resume.

#### **CORE FUNCTION:**

The temporary part-time position of the Student Administrative Clerk is primarily responsible for providing administrative and research supports assigned by the General Manager.

#### **DETAILS OF FUNCTIONS:**

- Provide administrative and research supports assigned by for the General Manager, and/or Business Analyst, that may be aligned with specific timelines or deadlines.
- Excellent verbal and written communication skills.
- Must have the ability to work independently and within a team environment.
- Must be proficient Outlook, Word, PowerPoint. Experience in SCF's various social media platforms, such as website, Facebook, LinkedIn and Instagram.
- Ability to do research on various topics assigned and provide results by reporting to the General Manager.
- Have the skills to prepare reports, emails and correspondence, while maintaining compliance with standards and templates for all outgoing correspondence and communications for SCF.
- Set timelines/schedules for Action Items and follow-up, to ensure action is taken on work and/or projects assigned by the General Manager.
- Ability to maintain confidentiality guidelines of all records, materials and communications.
- Participating in the ongoing activities of the SCF Staff Team virtually and in-person, as an integral part of that Team, which could include attending meetings.
- Must be an existing University student.

**Supervisor: Rocio Zielinski**  
**General Manager**