



**KTUNAXA  
NATION**

*We invite you to apply for the position of...*

**ʔAKNUSTI ADMINISTRATIVE ASSISTANT  
LANDS AND RESOURCES SECTOR  
PERMANENT - FULL TIME**

*The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance, and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally and respectfully.*

**POSITION SUMMARY:**

This position will support the ʔaknusti Coordinator and the Guardian Team Lead by applying strong organizational and administrative skills to help administer the ʔaknusti program within the Lands and Resources Sector. This position will contribute to the further development and coordination of the Ktunaxa Nation Council (KNC) ʔaknusti Program.

**POSITION QUALIFICATIONS**

**Academic Preparation**

- Grade 12 Diploma or a combination of education and experience

**Required Skills, Abilities and Knowledge**

- Strong knowledge of the Ktunaxa Nation, ʔamakʔis Ktunaxa and Ktunaxa values;
- Understands Ktunaxa Stewardship principles and standards;
- Strong information management skills
- Proficient computer skills, including Word, Excel, email and handheld devices;
- Experience working with Indigenous peoples and governments;
- Ability to collaborate with others
- Strong written and oral communication skills
- Familiarity with and commitment to information management
- Strong organizational skills and detail-oriented.
- Ability to work in a team environment
- Ability to work under supervision and also to work independently when required to do so

## WORKING CONDITIONS

### Physical Environment

- Office environment with occasional field visits.

### Physical Effort

- Minimal – loading of large paper stock in plotters

### Mental / Sensory Effort

- Make correlations/associations about spatial questions.
- Comprehend two and three-dimensional images and shapes. Visual thinking.

### People Environment

- Normal workplace relations

### Position Required Travel

- Travel for meetings, site tours, and fieldwork

***The Ktunaxa Nation Council is committed to providing and maintaining a safe and healthy work environment for all employees and the people, Communities and Bands that we serve. Successful candidates must be fully vaccinated against infection by COVID-19. Candidates who are unable to be vaccinated due to a personal characteristic protected under applicable human rights legislation may request to be exempt from this requirement.***

***Ktunaxa candidates are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center. Ktunaxa Applicants are encouraged to apply for this position regardless of experience or qualifications as on-the-job training may be considered.***

***Come with your willingness to learn!***

Please submit your cover letter and resume telling us what attracts you to the position and how your experiences relate.

**Human Resources  
Ktunaxa Nation Council  
PO 7825 Mission Road  
Cranbrook, BC V1C 7E5  
KNC-HR@ktunaxa.org  
Fax: (250) 489-2438**

**CLOSING DATE: Friday, August 5<sup>th</sup>, 2022**

*We thank those who apply; however, only those selected for an interview will be contacted.*