



# HELP WANTED

## OFFICE ASSISTANT

*part time, temporary position available*

The Xaxli'p Community Forest is hiring an Office Assistant to assist the Community Forest Manager in administrative tasks. There will be opportunity for training and mentorship for project management. The position is 20 hours per week, and will run for approximately 4 months, with the potential for extension.

### Job Duties

- Photocopying, scanning and filing.
- Assisting with payroll and accounts payable.
- Organizing meetings and taking minutes.
- Updating the website and Facebook page.
- Inventory of equipment and supplies.
- Project implementation

### Minimum Qualifications

- Basic computer skills, including email, Microsoft Word, and Microsoft Excel.
- Excellent organization skills and attention to detail
- High School Equivalency
- Valid BC drivers licence

### Desired Qualifications

- Experience working in an office setting.
- Interest in project management.
- Interest in and knowledge of Xaxli'p cultural land use.

### To Apply

Please submit your resume, contact information and a brief cover letter outlining the skills that you bring to this job. Please submit applications to Robin Strong, Community Forest Manager.

**email:** [robin@fullcircleecological.com](mailto:robin@fullcircleecological.com)

**in person:** Xaxli'p Office – 1433 Fountain Valley Rd, Lillooet BC

**DEADLINE: 4:00 Friday, February 10**

**Interview Date: Monday, February 13**

**Anticipated Start Date: Tuesday, February 14**

Preference will be given to Xaxli'p members. For more information please call Robin at 250-256-4228.