



Penticton Indian Band

841 Westhills Drive
Penticton, British Columbia
Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

Position Title:	Youth Housing Intern	Classification:	1
Department:	Housing	Type:	First Level Support
Status:	Full Time	Hours of work:	Up to 35 hours
Responsible To:	Tenant Relations Officer		
Location:	PIB Housing Building, 841 Westhills Drive, BC V2A 0E8		
Deadline:	Until closed		

Job Summary:

The Youth Housing Intern is a position to increase the capacity of the Penticton Indian Band Housing Department and improve services to the Community. This position reports to the Tenant Relations Officer. This is an on-the-Job training opportunity for youth between the ages of 18 to 30. This position will help in the areas of Administrative Support, Maintenance, Client Counselling, Data Entry, Capital Asset entry, budgets, and housing/energy projects. Other duties will be assigned, as necessary and agreed upon.

Core Competencies:

- Accountability
- Communication
- Critical Thinking
- Decision Making
- Leadership
- Strategic Thinking
- Negotiation
- Teamwork
- Adaptability

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Provide support to ensure effective and efficient office operations
- Maintain inventory files
- Maintain and review tenant files
- Facilitate service appointments
- Using Budgets
- Prepare purchase orders
- Receive, verify, and process incoming invoices
- Ensure confidentiality and security of all tenant files
- Receive and direct tenant concerns
- Keeping office area neat and tidy
- Data Entry and support for input into Xyntax Capital Asset Module
- Maintenance and repairs
- Perform other related duties as required

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Minimum Grade 12

Other Certification, Licenses, Designations and/or Training

- Valid BC Driver's License

Assets:

- Knowledge of the Okanagan culture and language
- Must be willing to travel for training
- Own vehicle

Specific Job Skills and Levels:

- The ability to quickly develop a knowledge of PIB Housing policies and procedures and an understanding of the procedures involved with all aspects of tenant relations
- Effective organizational skills
- Cross cultural sensitivity and awareness and either have, or quickly develop, an
- Awareness of the community and local families as well as a local, regional, and territorial awareness.
- Ability to problem-solve and multi-task.
- Can work independently and in a team environment.
- Proficient in computer skills (Word, Excel, PowerPoint, etc.)

Working Conditions:

- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.
- Some travel may be required

* Working environment and safety protocols of the highest calibre, working in a private office with face masks worn in all general areas.

All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education. The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, political belief, and creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'TN (Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

Deadline:

Until closed

Send your Resume to Senior Manager, Human Resources

Rory Gabriel at jobs@pib.ca