



Penticton Indian Band

841 Westhills Drive,
Penticton, British Columbia
Canada V2A 0E8
Telephone: 250-493-0048

October 2, 2025

Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

Position Title:	Language & Culture Assistant	Pay Rate:	\$ 24.00 – 38.50 (based on credentials and experience)
Department:	Language & Culture Department	Classification:	7/Administrative
Status:	Part Time - Term	Hours of Work:	21 hours per week
Responsible To:	Language & Culture Specialist		
Location:	841 Westhills Drive, BC V2A 0E8		
Closing Date:	October 24, 2025		

Job Summary:

The Language and Culture Assistant provide essential support to the Language and Culture Specialist and department in the administration and delivery of community language and culture initiatives. This role is instrumental in the day-to-day operations, assisting with the coordination of programs, community engagement, and office management duties. The Assistant will work collaboratively to help integrate Nsyilxcen language, Syilx Law, and Syilx culture into the community's programs and activities, supporting the Syilx Vision and the strategic goals of PIB.

Core Competencies:

- Strategic Thinking
- Time Management
- Ethics and Integrity
- Empathy, patience
- Planning and Organizing
- Critical Thinking
- Accountable/Dependability
- Team Oriented / Interpersonal
- Decision Making
- Approachable
- Problem Solving
- Stress Management
- Listening skills

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Provide administrative support to the Language and Culture Specialist, including managing schedules, preparing meeting agendas, recording minutes, and handling correspondence.

- Assist in the coordination and logistical planning of language and culture workshops, events, and community engagement sessions, including arranging venues, materials, and guest speakers.
- Support the development and distribution of language and cultural resources, such as handouts, digital content, and educational materials for community programs.
- Assist with data entry, filing, and maintaining organized records related to language programs, grant applications, and community participation.
- Help facilitate communication and liaison between the Language and Culture department and other PIB departments, community members, and Knowledge Keepers.
- Provide respectful and attentive support to Elders during consultations, meetings, and cultural events, ensuring their comfort and documenting their teachings as directed.
- Aid in the research and gathering of information for funding proposals, grant applications, and interim/final reports under the guidance of the Specialist.
- Assist in the recording and digitization of cultural knowledge, stories (captikwł), and language lessons to support preservation efforts.
- Participate in and provide support at community events, band meetings, and negotiation table sessions as required.
- Perform other related duties as assigned to support the effective functioning of the Language and Culture department and the achievement of its strategic objectives.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Grade 12

Other Certification, Licenses, Designations and/or Training

- Experience working with Microsoft Office programs
- Related courses and training (to include intermediate computer skills, customer service, professional writing etc.)

Minimum Level of Experience

- 1-2 years of previous experience in administrative work

Asset:

- Valid driver's license with clean abstract.

- Previous experience working with First Nations communities
- Proficiency in Microsoft Office Suite

Working Conditions:

- The work is performed in an office or field environment and may require travel to remote sites
- The work involves long hours and can be stressful when managing numerous projects under tight deadlines
- Manual dexterity required to use desktop computer and peripherals
- Flexible working in an office environment as a team or independently

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

*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 offers a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career. Please send a resume and cover letter to the attention of:

**Armando O. Lopez, HR Manager
Penticton Indian Band**

Mail:	841 Westhills Drive Penticton, BC V2A 0E8	Fax: (250) 493-2882 Email: jobs@pib.ca
In Person:	PIB Administration Offices – 841 Westhills Drive, Penticton, BC	

The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, 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.