



Penticton Indian Band

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

November 26, 2025

Employment Opportunity

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

Position Title:	Infrastructure Coordinator	Pay Rate:	\$ 24.75 – 40.50 (based on credentials and experience)
Department:	Infrastructure	Classification:	6 / Coordination
Status:	Full-time/Permanent	Working Hours:	35 hours per week
Responsible To:	Director of Infrastructure		
Location:	PIB Infrastructure Department Office, 833 Westhills Drive, Penticton, BC V2A 0E8		
Closing Date:	January 09, 2026		

Job Summary:

The Infrastructure Coordinator supports the various areas of PIB Infrastructure. This role is responsible for supporting the smooth operation of the Infrastructure Department by managing key administrative functions, fostering communication, and ensuring efficient coordination of internal and external activities.

This role involves overseeing scheduling, documentation, and reporting, as well as assisting with financial transactions and tracking. The coordinator ensures that all departmental activities are well-organized and supports effective collaboration across teams. Additionally, they play a vital role in coordinating departmental projects and initiatives, while also coordinating logistics for events and service delivery.

With a focus on organization and communication, the Infrastructure Coordinator contributes to the overall success of the department by ensuring streamlined processes, timely follow-ups, and consistent alignment with the department's goals and objectives.

Core Competencies:

- Accountability
- Communication
- Critical Thinking
- Resource and Fiscal Management
- Planning and organizing
- Teamwork
- Adaptability
- Detail oriented

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Coordinate and provide administrative support for meetings, for the departments within infrastructure, ensuring scheduling, meeting agenda, supporting documentation, and minutes where appropriate.
- Generate purchase orders, requisitions, and invoices using Xyntax software as necessary, ensuring accuracy and compliance with policies.
- Coordinate with PIB Taxation for the preparation of the annual utility billing notices and arrears collection for approval by the Utilities Associate Manager
- Track expenditures in collaboration with the finance team and provide regular updates to the Director of Infrastructure.
- Maintain an organized file system for programs and projects, both electronically and in hard copy, working within established PIB filing conventions.
- Ensure confidentiality and security of sensitive information.
- Prepare and distribute reports, correspondence, and other communication materials as required.
- Work closely with PIB staff, community, and external agencies to address inquiries and streamline processes, ensuring timely follow-up and interface with public.
- Coordinate logistics for band meetings and community engagement events.
- Coordinate trades for service delivery on facility operations and maintenance as directed.
- Track and monitor of the Asset Condition Reporting System (ACRS).
- Maintain the Infrastructure Department Organizational Chart and emergency contact information.
- Assist with audit reports by gathering and organizing relevant documentation
- Enter and interpret utility data within specialized billing software
- Ordering, receiving, organizing, and distributing office & building supplies
- Liaise with Communications Department to update PIB's website with current and relevant information, draft newsletters submissions and annual reports.
- Other duties and responsibilities as determined by Supervisor
- Oversee and coordinate scheduled maintenance with service providers

Accountability

- Compliance with all internal Band policies and procedures (FAL, Human Resources, Manual, etc.) as well as external governing rules & regulations (AANDC, Indian Act, Privacy Act, etc.)
- Strengthening relationships and engagement with Community
- Protect people, community, and resources
- Build Capacity
- Increase resources

- Decrease barriers
- Manage Financial Obligations

Relationships

Internally

Reports directly to the Director of Infrastructure
Supports the PIB Planning, Engineering, Public Works,
Utilities, and Facilities Departments
Community and Members

Externally

First Nation Health Authority
Indigenous Services Canada
Regional District of Okanagan-
Similkameen
City of Penticton
Other Okanagan Nation Bands (ONA)
PIB Affiliated Companies
Consultants

Qualifications/Requirements:

Minimum Educational and Experience Requirements

- Degree or Diploma in Business Administration, or a related field.
- At least 2-3 years of proven experience in administrative support roles, preferably in First Nations community infrastructure.
- An equivalent combination of education and experience may be considered.

Other Certification, Licenses, Designations and/or Training

- Valid Class 5 BC Driver's License with clean abstract is a requirement (own transportation)
- Ability to pass a Criminal Record Check

Assets:

- Experience with ESRI Geographic Information Systems
- Adept at embracing and mastering new software tools and platforms
- An understanding of the Syilx cultural and political environment

Working Conditions:

- Public administration – fast-paced, multidisciplinary environment.
- Busy office setting, interacting with the public at large.
- Constant time pressures to organize and meet deadlines.
- High volume of communication demands.
- Manual dexterity is required to use desktop computers and peripherals.
- Exposure to fatigue and strain from prolonged periods of sitting and keyboarding.
- Exposure to stress related to time pressure, multiple demands, and expectations of other staff, PIB Council, and Membership.
- Occasional travel may be required.
- Overtime may be required.

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 competitive compensation and benefits package as well as 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.

