



## Position Description

### *Records & Housing Administration Intern*

#### Our Vision

Ch'íyáqtel (Tzeachten First Nation) remains the keepers of our traditional territories, this responsibility being passed on to us by our ancestors and exercised through sound cultural, environmental, and socio-economic stewardship.

#### Position Summary

Ch'íyáqtel is seeking a motivated and organized Indigenous youth to join our team as a Records & Housing Administration Intern for a one (1) year term. This position is funded through the Indigenous Youth Housing Internship Program (IYHIP) and is designed to provide meaningful work experience, mentorship, and skills development in housing administration, records management, and local government operations. While the internship will support housing-related initiatives, the successful candidate will also gain experience across multiple departments, contributing to information management, administrative services, and organizational projects that support the Nation and its members. This position provides hands-on experience in housing administration, records and archives management, data entry, document organization, customer service, and office administration. All duties and responsibilities are carried out in accordance with Ch'íyáqtel's policies, standards, and procedures, with strong cultural sensitivity and a deep respect for Ch'íyáqtel culture, traditions, language, and protocols

#### Key Responsibilities

- Assist with organizing and maintaining housing files and records.
- Support housing-related data entry and document management.
- Help track housing applications, correspondence, and program documentation.
- Assist with preparing reports, forms, and housing program records.
- Support housing staff with administrative projects and community communications.
- Assist with digitizing paper records and historical documents.
- Organize and classify electronic and physical files according to records management standards.
- Support archival projects involving historical records and community information.
- Assist with records retention and file organization initiatives.
- Provide general administrative assistance to departments.
- Assist with data entry, filing, scanning, and document preparation.
- Support meeting preparation, document distribution, and record keeping.
- Assist with reception and customer service duties when required.
- Participate in special projects that support organizational operations.
- *Other duties as assigned*

#### Qualifications, Eligibility, Knowledge, Skills and Abilities

- First Nations, Inuit, or Métis youth between the ages of 15 and 30.
- Not otherwise employed during internship

TSP Level 2 - \$23.13

- Not receiving Employment Insurance Benefits or agree to discontinue benefits.
- Basic computer skills, including Microsoft Office.
- Strong organizational skills and attention to detail.
- Ability to maintain confidentiality and professionalism.
- Willingness to learn and work collaboratively within a team environment.
- Experience with filing, records management, or data entry.
- Interest in housing, local government, Indigenous governance, or archival work.
- Experience working with Indigenous communities or organizations.
- Ability to provide a satisfactory criminal record check.
- A valid Class 5 Drivers license and abstract with no restrictions.

### Working Conditions

This position works primarily in an office environment and is required to perform extended periods of computer work, data entry, and document management. The role involves the regular use of office equipment such as computers, scanners, printers, and telephones, as well as the handling, organization, and digitization of both physical and electronic records. The incumbent may occasionally be required to lift and move file boxes or office materials weighing up to 25 lbs. Due to the nature of the work, a high degree of confidentiality, professionalism, and attention to detail is required when handling sensitive information. The position involves regular interaction with staff, community members, and external partners and includes participation in training, mentorship, and professional development opportunities designed to support learning and career growth.

**Application Deadline:** Open until filled

**Salary Range:** \$23.13

Candidates will be screened according to the qualifications, knowledge, abilities, and skills required above. Interested candidates are required to submit a resume and to indicate the job title position above on their covering letter in confidence to:

Ch'íyáqtel (Tzeachten First Nation)  
Attention: Travis Swanberg, Public Works and Housing Manager  
#100 - 45855 Promontory Road  
Chilliwack, BC V2R 0H3  
Email: careers@tzeachten.ca  
Fax: 604-858-3382

Qualified applicants who are not selected for this position may be considered for future vacancies within Ch'íyáqtel. An eligibility list may be established and used to fill similar temporary, term, or permanent positions for up to twelve (12) months following the closing date of this competition.

*We encourage candidates to self-identity as First Nations, Inuit, or Metis in their application. We regret that we will only contact the applicants chosen for an interview. We thank all applicants for their interest in working for Ch'íyáqtel.*