



Stó:lō Service Agency

Bldg. # 8A - 7201, Vedder Road
604.858.3366

Chilliwack, B.C. V2R, 4G5
jobs@stolonation.bc.ca

February 6, 2026

OPERATIONS ASSISTANT (MATERNITY COVERAGE) **(INTERNAL/EXTERNAL)**

Stó:lō Service Agency (SSA) requires the services of a qualified Heritage Stewardship and Archaeology Unit **Operations Assistant** to fill a maternity leave with the **Stó:lō Research and Resource Management Centre (SRRMC) Department**.

The Heritage Stewardship and Archaeology Unit Operations Assistant will assist with all day-to-day operations. The position's Key Result Areas (KRAs) will include:

- Monitoring safety email.
- Managing maintenance of safety equipment & vehicles.
- Overseeing the Unit's Occupational Health & Safety Program.
- Invoicing and permit applications.
- Scheduling field work and tracking employee hours.
- Maintaining and developing the MS Access databases.
- Preparing summary reports.
- Maintaining the Unit's administration-related files and information.
- Performing other tasks assigned and as so directed by the Unit Manager.

This position will report to the SRRMC Heritage Stewardship and Archaeology Manager. The successful candidate will work out of the Chilliwack Office.

QUALIFICATIONS/REQUIREMENTS:

- Post-Secondary education with courses in office administration management and related courses.
- Minimum 3 years of direct experience.
- Proficient computer abilities in the following (MS EXCEL/OFFICE/ACCESS) supplemented by an aptitude for detailed work, ability to follow instructions, and possession of basic analytical skills.
- Must be highly organized, flexible, and adaptable in a fast-paced office environment.
- Must be able to keep a good recording system.
- Must have the ability to work independently and with minimum supervision and within a team environment.
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.
- Ability to maintain a healthy working relationship with staff, community representatives/members and representatives of other organizations, including collaboration with other SSA programs and staff as required.
- Must maintain confidentiality guidelines of all records, materials and communications concerning clients, staff and SSA.

Successful candidates will be required to provide the following if screened in for an interview:

- Proof of education documentation.
- Professional references: Names and email addresses of two references.
- Must possess and maintain a full and valid Class 5 BC Drivers' License.
- Must successfully pass the required pre-employment Criminal records Check.

SALARY RANGE:

\$22 - \$24 per hour, commensurate with qualifications/experience.

TYPE OF POSITION:

Full-time (Maternity Coverage) until September 2026 with benefits, subject to 3-month probationary period.

APPLICATIONS DEADLINE:

February 17, 2026.

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

Stó:lō Service Agency Personnel Department
Bldg. #8A, Floor #1 – 7201 Vedder Road
Chilliwack, BC V2R 4G5
Email : jobs@stolonation.bc.ca

For more information about this and other employment opportunities, visit www.stolonation.bc.ca

We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest.