



Stó:lō Service Agency - Human Resource Office

Building #8A-7201 Vedder Road
604.858.3366

Chilliwack, BC V2R 4G5
Jobs@stolonation.bc.ca

June 12, 2026

RESOURCE ROOM RECEPTIONIST (INTERNAL/EXTERNAL)

Stó:lō Service Agency (SSA) requires the services of a full-time **Resource Room Receptionist** to fill a vacancy with the **Stó:lō Aboriginal Skills & Employment Training (SASET) Department**. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. Please self-identify on your cover letter or resume.

The **Resource Room Receptionist** acts as the initial point of contact for clients and visitors at the SASET Centre. This position is responsible for promoting a welcoming and organized environment, while assisting staff with scheduling, records management, and communications. Through the support of effective office systems and coordination of resources, this role enhances the accessibility, structure, and overall efficiency of employment and educational services available to Stó:lō members.

The successful candidate will work out of the Chilliwack office and will report to the SASET Outreach Supervisor or Program Coordinator.

QUALIFICATIONS/REQUIREMENTS:

- Minimum 1 year of experience in a receptionist role.
- Ability to operate a computer, phone, and other office equipment.
- Strong professional written and verbal communications skills.
- Coordination and monitoring skills with the ability to maintain effective recording systems.
- Familiarity with the Indigenous Skills & Employment Training Contribution Agreement (ISET CA), SASET catchment area, First Nation Community's culture, and working knowledge of First Nations economic, social, and political issues.
- Knowledge and appreciation of working in service of Truth and Reconciliation with Indigenous Peoples.
- Ability to maintain a healthy courteous working relationship with staff, community staff, members, and representatives of other organizations.
- Strong ability to maintain the confidentiality guidelines of all records, materials and communications concerning clients, staff, SASET and SSA.
- Willingness to participate in professional development related to this position.
- Certificate or diploma in office administration is an asset.

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 hold and maintain a valid Class 5 BC Drivers' License.
- Must successfully pass the required pre-employment Ministry of Justice Criminal records Check.

SALARY RANGE:

\$20.00-\$23.00 based on qualifications/experience.

TYPE OF POSITION:

Full-time with benefits, subject to 3-month probationary period and planned performance evaluations.

APPLICATIONS DEADLINE:

June 25, 2026.

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume and cover letter.** Please include position title on subject line. As this is an Interdepartmental/Internal job posting, all applicants must meet the posting criteria. Send to:

Stó:lō Service Agency Human Resources 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.