



Stó:lō Service Agency - Human Resource Office

Building #8-7201 Vedder Road
604.858.3366

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

August 24, 2026

PROGRAM OFFICER

Stó:lō Service Agency (SSA) requires the services of a full-time **Program Officer** 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 **Program Officer** supports the SASET project and involves establishing and maintaining working relationships with First Nations Communities and organizations, promoting programs and initiatives supported by the Indigenous Skills & Employment Training (ISET) funding contribution agreement, and assisting with the Accountability Resource Management System Database (ARMSD).

The successful candidate will work out of the Chilliwack office reporting to the SASET Manager. Some travel may be required for this position.

QUALIFICATIONS/REQUIREMENTS:

- Highschool diploma or equivalent education and experience.
- A minimum of 2 years of working experience in finance and administrative tasks.
- A Strong use of computers: Microsoft 365, Microsoft Word, Excel, Outlook, PowerPoint, and various video conferencing platforms.
- Knowledge and understanding of Indigenous Skills & Employment Training - Service Canada operations and working knowledge of ISET-program delivery/services, and SASET programs policies/procedures.
- Ability to maintain a healthy working relationship with staff, community staff, members, and representatives of other organizations.
- Must adhere to the confidentiality guidelines of all records, materials and communications concerning clients, staff, SASET and SSA.
- Certificate or diploma in career development, education, or a related field, or equivalent work experience in job readiness training 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:

\$26.00-\$30.00 based on qualifications/experience.

TYPE OF POSITION:

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

APPLICATIONS DEADLINE:

September 9, 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. 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.