



Stó:lō Service Agency

Bldg. # 8A - 7201, Vedder Road
604.858.3366

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

August 24, 2026

OPERATIONS ASSISTANT
INTERNAL/EXTERNAL

Stó:lō Service Agency (SSA) requires the services of a full-time Heritage Stewardship and Archaeology Unit (HSAU) **Operations Assistant** to fill a vacancy with the **Stó:lō Research and Resource Management Centre (SRRMC) Department**.

The HSAU Operations Assistant works as part of a small, collaborative team to support the day-to-day administrative and operational needs of the Unit. This role is responsible for monitoring safety communications, coordinating the maintenance of safety equipment and vehicles, and supporting the Unit's Occupational Health & Safety Program. Additional responsibilities include processing invoices and permit applications, scheduling field work and tracking employee hours, maintaining and developing MS Access databases, preparing summary reports, and ensuring administrative files and information are accurate, organized, and up to date. The HSAU Operations Assistant supports archaeologists and field technicians conducting cultural heritage assessment projects within S'ólh Téméxw (Stó:lō Traditional Lands).

This position is based out of our Chilliwack office and will report to the Heritage Stewardship and Archaeology Unit (HS&AU) Manager, Project Archaeologists, and Operations Lead.

QUALIFICATIONS/REQUIREMENTS:

- Post-Secondary education courses in office administration and related courses.
- Minimum 3 years of direct experience in operations support, coordination, or office environments.
- 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.
- Experience with databases.
- Must be highly organized, flexible, and adaptable in a fast-paced office environment.
- 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.
- Knowledge and appreciation of working in service of Truth and Reconciliation with indigenous Peoples.
- 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: **\$23.00 - \$25.00 per hour**, commensurate with qualifications/experience.
TYPE OF POSITION: **Full-time with benefits**, subject to 3-month probationary period.

APPLICATIONS DEADLINE:	Sept 8, 2026.
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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 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.