



**STEIN VALLEY NLAKEPAMUX SCHOOL  
EMPLOYMENT OPPORTUNITIES FOR 2023-2024 SCHOOL YEAR**

**SCHOOL SECRETARY/RECEPTIONIST JOB POSTING**

**STEIN VALLEY NLAKEPAMUX SCHOOL**

Stein Valley Nlakapamux School (SVNS) is a well-established Independent School centrally located in the Fraser Canyon (3 hours from Vancouver and Kelowna, 2 hours from Kamloops). SVNS offers K4 to Grade 12 along with an Adult Diploma Program. We are an innovative school that weaves Nlakapamux culture and language with 21st Century learning. SVNS provides its employees with a competitive salary, moving subsidy, full group health (including pension and life) and dental benefits. Our unique school year starts at the end of July with four semesters that are based on the seasons. Each semester is ten weeks with a 2 or 3 week break in between. Our team of teachers, support staff, board members and community members focus on student success by providing a meaningful quality educational program.

**EMPLOYMENT QUALIFICATIONS**

- Office Administration Certificate or equivalent in experience
- Previous clerical experience preferably in a school setting
- Experience working with computers and other office technology
- Experience working with First Nations children
- Basic understanding of school systems and educational programs
- Knowledge of the NlhakapamuxchEEn culture and language
- Innovative, creative, team player, resourceful
- Strong organizational and administrative skills
- Excellent oral and written communication skills
- Ability to work under pressure
- Ability to use discretion, tact, and diplomacy
- Ability to solve problems and work independently
- Personal maturity and a role model
- Ability to maintain confidentiality
- Understanding of child development/safety
- Clear Criminal Record Check working with vulnerable populations.

**HOW TO JOIN OUR INNOVATIVE & DEDICATED TEAM**

Send a completed application:

- Cover Letter with updated Resume
- Minimum of 3 recent References and contact information

**Deadline to Submit: Friday, June 2, 2023 at 12pm**

**Attention:** Merle Hubbard, School Principal/Administrator PO Bag 300, Lytton, BC, V0K 1Z0

**Email:** alyshia.p@svns.ca