



## **OKIB Management Services LP**

**Job Title:** Research Assistant-Summer Student (May-August)

This job is intended for post-secondary students who are returning to school in the fall. It is an opportunity to gain meaningful work experience in a job related to your intended field of study or a related one. Experience gained in these summer employment jobs is transferable to other sectors and allow students the opportunity to build their skills as well as their network of professional contacts preparatory for entering the labour market once their studies are completed.

### **Eligibility:**

- Secondary or Post-Secondary Students who are returning to school in the Fall
- Criminal Record Check
- Provide three references
- Meet qualification requirements

**Start date:** May 2024

**Term:** May to August 2024

**Application deadline:** May 10, 2024

Please send a resume, cover letter, and references to:

**Email:** [info@okibgc.ca](mailto:info@okibgc.ca), or;

**Mail:** 12420 Westside Road, Vernon, BC V1H 2A4  
ATTN: Group of Companies

**Fax:** 1-877-849-9876

**In-person:** 3107 29<sup>th</sup> Avenue, Vernon, BC (if you have accessibility needs contact Tetku Marchand at 250-540-1872)

A **Criminal Record Check** and **3 References** are required.

*ONLY THE APPLICANTS WHO ARE SELECTED FOR AN INTERVIEW WILL BE CONTACTED*



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### **PURPOSE AND KEY FOCUS**

The Research Assistant is responsible for assisting the OKIB Group of Companies with office administration, finance, research, and writing.

### **JOB SUMMARY**

The Research Assistant will provide support to staff of the OKIB Group of Companies. The Research Assistant will assist with the management of communication, electronic filing and the review and preparation of documents.

### **REPORTING STRUCTURE**

Reports to the OKIB Management Services LP Manager

### **DUTIES AND RESPONSIBILITIES**

#### General Administration

- Maintaining an electronic filing and archiving system.
- Compose and prepare correspondence
- Assist in presentation preparation
- Research and assist in drafting Briefing Notes.
- Research and disseminate data to be used in promotional materials and projects
- Maintain and update reports and plans as required
- Preparing Excel sheets and presentations
- Making appointments and meetings
- Attend various meetings, record minutes.
- Prepare agendas
- Manage emails
- Assisting in the development of an on-boarding package
- Assisting in finance as needed
- Assisting with event planning as needed

#### Other:

- All persons employed by OKIB Management Services LP may be required to assist in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- Participate in community events as requested.



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### **QUALIFICATIONS**

#### **Education and Experience**

- Business administration students preferred
- Valid Class 5 drivers' licence and reliable vehicle
- Proficient in Microsoft 365
- Prior employment in an office setting an asset

#### **Competencies (KSAs & Desired Attributes)**

- Passion for Indigenous Business & Economic Development
- Experience working with Indigenous communities.
- Experience working with Indigenous communities
- Experience managing confidential information
- Effective interpersonal skills
- Excellent organizational skills
- Ability to work unsupervised as necessary and as part of a team
- Effective verbal and written communication
- Ability to influence and persuade others
- Strong time management skills
- Value and possess cultural awareness and sensitivity.

#### **DIRECT REPORTS**

None

#### **CLASSIFICATION/PAY SCALE**

\$22.18-\$26.50/hr

*Preference may be given to those having knowledge of the Syilx Okanagan culture and traditions. In accordance with Section 42 of the BC Human Rights Code, preference may be extended to qualified OKIB Members and Indigenous applicants. To qualify for preferential consideration, candidates must self-identify in their cover letter.*