



# *P'egp'ig'lha Council*

*P.O. Box 615  
Lillooet, B.C.  
VoK iVo*

*phone (250) 256 4118  
fax (250) 256 4544*

**Job Title:** Administrative Assistant

**Organization:** P'egp'ig'lha Council

**Term:** Full-time, permanent

**Salary:** \$25-\$28/hr; negotiable based on education and experience.

The P'egp'ig'lha Council (PC) is seeking a full-time, permanent Administrative Assistant to support the daily operations of the PC and the PC's governance responsibilities. The Administrative Assistant will provide administrative support to the Director and Council as directed. The Administrative Assistant will support the PC Director in office management responsibilities and duties.

**Roles & Responsibilities include, but are not limited to:**

- Manage and maintain digital and paper filing systems, ensuring accuracy, organization and confidentiality as required.
- Coordinate meetings by scheduling, arranging meeting spaces and required equipment, and facilitating catering or refreshments as needed.
- Assist in preparation of agendas and meeting materials.
- Assist in day-to-day communications, including phone, email and correspondence.
- Support coordination and information flow between Council, staff and committees.
- Draft accurate meeting minutes, reports, and other related documents for Director's review and approval.
- Track and follow up on action items arising from PC and committee meetings.
- Follow office policies and protocols.
- Order, track and maintain office supplies and equipment.
- Provide administrative support to projects as necessary.
- Assist in financial management activities such as processing invoices, tracking expenses and basic reporting.
- Monitor and update Council social media communications.
- Support the preparation and distribution of communications and updates to the P'egp'ig'lha.
- Maintain organized records to support reporting, tracking and accountability requirements.
- Assist with funding-related documentation, including reports and supporting materials.
- Keep abreast of and monitor Referral Communications.
- Manage and oversee the P'egp'ig'lha Information Centre, coordinating acquisitions, and managing the lending of materials.
- Maintain and update contact lists and records management systems.
- Provide administrative support for engagement sessions and events.



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- Coordinate travel arrangements for staff and PC members attending professional events including conferences, workshops and seminars.
- Perform other administrative duties and responsibilities as defined by the Director or PC Chair.

## Qualifications:

- Proficient speaking and writing skills.
- Microsoft Office skills (Word, Excel, Publisher).
- Data entry skills.
- Willingness to learn new systems, tools and processes.
- Basic research skills.
- Excellent public relations, interpersonal and communication skills.
- Demonstrate organizational skills, accuracy and attention to detail.
- Ability to work independently and as part of a team.
- Efficient in minute-taking.
- Knowledge of social media platforms and content posting.
- Management skills to prioritize tasks and deadlines.

## Conditions of Employment

- Valid Class 5 Driver's License
- Subject to criminal background check.
- Grade 12 completion or equivalent.

**Posted:** April 23, 2026

**Application Deadline:** open until filled.

Preference will be given to qualified applicants of St'át'imc or Indigenous Ancestry.

Please submit resumé, a cover letter, and 2 references with contact information to the Attention of: Director of Operations by one of the following:

Email: [director@pegpigha.org](mailto:director@pegpigha.org)

Office Location: 10 Scotchman Rd. Lillooet, BC