



Lillooet Learning Communities Society - Sát'mec Ull'usmíntwal' Szwátet.scal

Phone: (250) 256-3709

PO Box 588

633 Main Street – Community Connect HUB

Lillooet, BC V0K 1V0

Customer Service Assistant

At the Lillooet Community HUB

About Lillooet Learns:

The Lillooet Learns (LLCS) is a not-for-profit organization incorporated in 2002 that envisions a good life for all in St'át'imc territory. LLCS has a mandate of 50% parity in the leadership team and an objective to grow this representation in LLCS at all levels of the society's operations.

LLCS creates an enduring, learning community by promoting learning in all forms for the benefit of people in all of Lillooet and St'át'imc communities. The organization's goals are to create a community of lifelong learners, to bridge partners together through collaboration, to lead initiatives that impact communities to be inclusive, respectful, equitable and striving for reconciliation, as our communities grow and become economically resilient.

About the Role:

The assistant position is an entry-level position that is targeted toward post-secondary or older aged youth who may have some work experience and basic computer skills.

Overview

The HUB Customer Service Assistant will be responsible for greeting and helping customers at the HUB store located in the Community Connect Innovation HUB.

The position will start on June 1st and go until August 1st, 2026. This will begin with a one-month trial period.



The purpose is to provide support in the HUB store and will require working some evenings and weekends.

Compensation: \$20/hour, 35 hours a week

Contract Type: Employment Contract

Contract Length: 8 Weeks

Schedule: 5 days a week, at 633 Main Street, HUB Store

Reports to: Store and Facilities Lead

Works Closely With: HUB Manager and HUB Coordinator

Job Responsibilities

- Greeting customers, tourists, and local partners and directing them to local information;
- Communicating with store vendors and artists;
- Recording and communicating customer needs to the HUB team;
- Promoting upcoming events in the community;
- Updating the HUB and community calendar online;
- Receiving products and art for the store and assisting with inventory counts;
- Answering and directing calls;
- Operating the cash register at the HUB store and monitoring sales;
- Creating content and posting on social media accounts;
- Assisting with monthly vendor and sales reports;
- Calling vendors to pickup items and cheques;
- Assisting with summer projects with partners such as the Lillooet Grown Market and Lillooet Chamber of Commerce; and
- Marketing and selling local products and art; and
- Monitoring email accounts related to the HUB.