



*Term Position (for a Student):*

## **Tlu-piich Games Assistant**

*Start Date:* July 31, 2024

*End Date:* August 16, 2024

*Rate of Pay:* \$20

**Eligibility:** Any person of indigenous descent who is a full-time student, returning to full-time studies (high school or post-secondary) in the fall/winter of 2024/25.

### ***Responsibilities and duties:***

- a) Assist the Tlu-piich Games Coordinator as needed
- b) Provide overall support to the games staff with office procedures
- c) Ensure adequate inventory of games files, sporting equipment, trophies and various other items
- d) Record minutes of all committee and related meetings
- e) Assist in developing the Public Relations and Communications Plan
- f) Assign Vendor Booths/concession stands for Games
- g) And perform other related duties as required

### ***Preferred Qualifications:***

- Understanding and knowledge of Nuu-chah-nulth and Indigenous peoples' culture and values
- Understanding and knowledge of the Tlu-piich Games
- Work experience in recreation would be an asset
- Event and project management experience would be an asset
- Strong verbal and written communication and computer skills
- Must be highly motivated, flexible, patient, understanding and personable
- Must be able and willing to work in a team setting
- Possession of a Novice driver's license or class 5 and reliable transportation
- Must be willing to work shift, weekends and long hours
- Must be physical fit as the job will require heavy lifting
- Must have office and computer skills and have a willingness to learn to skill.

**Apply by 12:00 pm, July 31, 2024 by sending your cover letter, resume and include three references to:** Human Resource Manager, by: Fax: (250) 724-1907 or email: [apply@nuuchahnulth.org](mailto:apply@nuuchahnulth.org) or drop your application off at the main NTC office located at 5001 Mission Road.



**Nuu-chah-nulth Tribal Council**