



JOB POSTING

Communications Administrative Assistant

JOB TITLE:	Communications Administrative Assistant
REPORTS TO:	Communications and Engagement Manager
TERM:	Full-time, permanent position
PAY SCALE:	\$45,000 - \$55,000 annually
SIGNING BONUS:	\$800.00
START DATE:	As soon as a qualified candidate is found
CLOSING DATE:	October 3 rd , 2025



K'en T'em Limited Partnership (KTLP) is a for-profit corporation committed to providing the Nlaka'pamux people of the eight Citxw Nlaka'pamux Assembly (CNA) Participating Bands with the resources that will help them efficiently create, manage and operate business opportunities. We are leaders at putting cross-cultural values at the forefront of our business while prioritizing simple, efficient, integrative solutions that meet the unique needs of our clients.

We are committed to fostering community engagement and transparent communication. We are seeking a dedicated and proactive Communications Administrative Assistant to join our dynamic team. The Communications Administrative Assistant will support the team in executing regular and special community engagement sessions, events, and communication media while adhering to budgets, protocols, policies, and standards. The ideal candidate will play a crucial role in enhancing our strategic communication efforts and proactive community engagement initiatives.

Primary Duties

- Assist in organizing and facilitating community engagement sessions and events, ensuring compliance with established guidelines,
- Collaborate with the communications and engagement department to develop and implement strategic communication initiatives,
- Produce, update, and coordinate the distribution, uploading, and sharing of assigned communications, including the quarterly newsletter and annual reports,
- Update and maintain the company website and social media platforms, ensuring content is fresh and engaging,
- Assist in maintaining a network of media contacts and a database of member contact information and communication preferences,
- Ensure nleʔkepmxcín, culture, and history are reflected in all media materials where applicable,
- Maintain confidentiality regarding all matters relating to K'en T'em Limited Partnership, Citxw Nlaka'pamux Assembly, and Cantex Mining Services,

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Primary Duties (Continued)

- Create and implement innovative storytelling and marketing strategies that reflect our brand and mission,
- Reach new audiences and increase engagement results through tailored communication efforts,
- Develop and monitor monthly communications data metrics, providing insights and agile responses to new opportunities and challenges,
- Assist in developing, improving and implementing internal processes related to invoicing, requests, procedures and tracking, and
- Other ad hoc duties as assigned by the Communications and Engagement Manager.

Experience and Requirements

- Proven verbal and written communication skills, technical report writing skills, and project management skills,
- Experience with social media management, website content management, and newsletter production preferred,
- Previous experience in communications, media, engagement is an asset,
- Experience with event planning is an asset, and
- A valid BC Class 5 driver's license is an asset.

Knowledge, Skills and Abilities

- Willingness to learn nē?kepmx cultural values and protocols while recognizing and respecting cultural diversity,
- Strong interpersonal and communication skills, with the ability to communicate clearly and professionally in both written and verbal formats,
- Proven ability to build and maintain trusting relationships using effective communication and integrity,
- Strong analytical, problem-solving, and decision-making abilities,
- Excellent time management skills with the ability to prioritize tasks, manage multiple deadlines, and remain organized under pressure,
- Ability to handle confidential information with discretion and professionalism,
- Adaptable to changing priorities and able to work effectively in dynamic environments,
- Proficient in Microsoft Office, SharePoint, Teams, and virtual meeting platforms,
- Ability to take direction and act with precision and accountability, and
- Strong administrative and organizational skills.

**We will provide training and professional development to support the right candidate.
We believe in growth and curiosity. If you have some of these qualities and believe you
would be of value to our organization, then we want to hear from you!**



Please submit your cover letter and resume to:

Attn: K'en T'em Human Resources

Email: HR@kentem.ca

Application - Communications Administrative Assistant

In Person: 2025 Granite Ave, Merritt BC

Mail: PO Box 618, Merritt, BC V1K 1B8

Fax: 250-378-2910

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted. Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. K'en T'em respects the privacy of all applicants and the confidentiality of personal information.