



TK'EMLÚPS TE SECWÉPEMC

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE:	ISETS Natural Resources Field Assistant
DEPARTMENT:	Natural Resources
SUPERVISOR:	Natural Resources Manager
TERMS:	Full Time, Term
REFERENCE #:	2026-063

This is an outside-funded position. All applicants must meet the ISETS eligibility criteria below:

ISETS eligibility requirements:

- Eligibility will be confirmed to the right to funding of Aboriginal status, non-status, and Inuit students.
- Individuals must reside within the ISETS catchment area.
- Must be a minimum of 15 years of age at the time of hiring.
- Must be a student who was a registered full-time student during the previous academic year and is returning to school full-time in the following academic year.
- Must have a valid Social Insurance Number.

Interested students will be **required to call the ATEC office (250) 554-4556** to book an appointment with an employment counselor to obtain an **ISETS Referral** **before** they can apply to TteS, please quote the following contract number: **SS310-27045** when making an appointment with an employment counselor.

Purpose of Position:

The Natural Resources Field Assistant supports the Natural Resources Department in the implementation of environmental monitoring, conservation, and land management initiatives. The position provides hands-on experience in field data collection, resource inventory, and community-based environmental projects while contributing to the protection and sustainable management of natural resources.

Duties and Responsibilities:

- Assist with field surveys including water sampling, vegetation inventories, and fish and wildlife monitoring.
- Collect, record, and input environmental data accurately into databases and spreadsheets.
- Support mapping activities using GPS and GIS software (if applicable).
- Participate in community outreach events related to environmental awareness and stewardship.
- Help prepare summary reports and presentations on findings.
- Maintain field equipment and ensure proper documentation of use.
- Follow all health and safety procedures during fieldwork.

Financial Responsibility:

N/A

Supervision or Training Duties:

N/A

Special Requirements:

- Valid Class 5 Driver’s License (preferred)
- Ability to work outdoors in various weather conditions.
- Ability to lift up to 25 lbs.

Tools/Equipment

The following equipment may be utilized during fieldwork:

- GPS units
- Hand tools (shovels, loppers, measuring tapes)
- Computer, iPads, Microsoft Office Suite
- GIS software (if applicable)
- Personal Protective Equipment (PPE)

Professional Certification, Education and Experience:

- Currently enrolled in or recently completed post-secondary studies in Environmental Science, Natural Resource Management, Forestry, Biology, or a related field.
- Previous fieldwork or environmental project experience is considered an asset.

Skills and Abilities:

- Strong organizational and data recording skills.
- Basic knowledge of environmental regulations and conservation principles.
- Ability to work independently and as part of a team.
- Effective written and verbal communication skills.
- Proficiency in Microsoft Office; experience with GIS is an asset.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: \$22/hour

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is May 15, 2026 by 2:00pm

Submit Job Application Form, cover letter, resume, and references

online: <https://tkemlups.ca/employment/>

or at our Human Resources office #320 Chief Alex Thomas Way.

Office Hours are Monday to Friday 8:00 am to 4:00 pm &

closed for lunch from 12:00 pm to 1:00 pm

We require each applicant to fill out

an online application form which can be found at: <https://tkemlups.ca/employment/>

Any late submissions or submissions without the job application form will not be considered.