

Mailing Address

205 Beaver Road Suite #2
Smithers, BC V0J 2N1



PHONE: 250-847-2244

KYAH WIGET EDUCATION SOCIETY

Job Opportunity

Term: immediately until June 20, 2026, with possibility of extension.

Position: Administration Assistant

Wage: \$18.32 - \$23.73 as per KWES grid and based on qualifications/experience

Kyah Wiget Education Society invites applications for the position of Administration Assistant at the Community Language and Culture department

Preferred Qualifications:

- Highly motivated, with an interest in Witsuwit'en language learning
- Works well independently, as well as part of a team
- Personal vehicle or available transportation
- Driver's license
- Criminal record check
- Grade 12 high school diploma
- Basic computer skills with familiarity with Microsoft Word, Excel and PowerPoint
- Ability to learn quickly, to handle multiple tasks and responsibilities, and to work independently
- Excellent communication skills and the ability to interact with staff and leadership with confidence and clarity.
- Effective organization skills
- Able to develop a work plan around a timeline

Only applicants short-listed will be contacted.

Please include "CLC Administration assistant" in the subject line. Individuals interested in this opportunity are invited to submit an email letter of application and resume by **Tuesday, November 4, 2025, 3:00 pm** to:

M.A. Burgess

Kyah Wiget Education Society
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