N'QUATQUA

120 Casper Charlie Place
P.O. Box 88
D'Arcy,BC V0N 1L0
Phone (604) 452-3221
Fax (604) 452-3295

Lands Department Assistant

N'Quatqua is looking for a dedicated individual to fill this position

DUTIES

- Booking and scheduling meetings
- Working alongside Land's Coordinator and Referral's Committee
- Managing and maintaining files (paper and digital)
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SKILLS & QUALIFICATIONS

- Exceptional communication skills (oral and written)
- Ability to work independently and with a team
- Excellent time management skills
- Willing to obtain necessary training

Wage $23/hr 20-25 hours per week

Please forward resume, cover letter to:
Chantel Thevarge Chantel.Thevarge@nquatqua.ca
Or drop off at N'Quatqua office before 4pm on January 2, 2026