

TITLE: YOUTH EMPLOY PROG 1

CLASSIFICATION: YOUTH EMPLOYMENT PROGRAM LV 1

JOB OVERVIEW

The South Island Natural Resource District, based in Port Alberni, is a busy office of natural resource professionals that offers a variety of services to clients, both in-person and over the phone. Through the BC Public Service Youth Employment Program (YEP), this temporary auxiliary position will assist our administration team with a range of clerical support duties. To be eligible for YEP positions, students must have been enrolled in full-time studies at an accredited educational institution (at Grade 12 or below) within the past six months.

ACCOUNTABILITIES

- General clerical services and administrative support for staff
- Answering phones
- Preparing and receiving mail
- Booking meeting rooms for staff and clients
- Hunting licence transactions
- Timbermark processing
- Organizing supply room

JOB REQUIREMENTS**Education and Experience**

- Enrolled in full-time studies at an accredited educational institution within the past six months at Grade 12 or below.

Related Experience may include

- Experience learning new skills and abilities.

Knowledge, Skills and Abilities

- Ability to learn and develop new skills.

Security Screenings

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the ministry (Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).

Other Requirements

- Solid written and oral communication skills.

INDIGENOUS RELATIONS AND BEHAVIOURAL COMPETENCIES

- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align

with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.

- **Teamwork and cooperation** is the ability to work cooperatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Self-discovery & Awareness** means understanding one's thoughts, feelings, values and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour—and then intentionally seeking a way forward that positively impacts the interaction and relationship. It means maintaining new ways of thinking and acting when situations become difficult or uncertain, or in times of urgency.