

Mailing Address

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

**Location Address**

Beaver Road
Witset, BC V0J 2N1

PHONE: 250-847-2244

KYAH WIGET EDUCATION SOCIETY

Job Opportunity

Term: immediately-June 20 2025

Position: .8 Reception/Admin support,
.2 elective instruction

Wages: \$17.87-\$23.15, dependent on qualifications,
education and experience.

Kyah Wiget Education Society invites applications for the internal posting for the position of reception/EA at I Count.

Preferred Qualifications:

- Familiarity with online educational data entry and programs such as 1701's, Teams, Mathletics, V Port, DIBELS/Acadience, DRUMS as well as social media platforms.
- Typing correspondence, reports, other documentation
- Assisting in implementing projects, registrations, etc.
- Reception responsibilities of secondary education facility and program
- Photocopying, filing, maintenance of records
- Recording and typing for distribution of minutes from various meetings (board meetings, staff meetings)
- Complete orders for material and resources.
- Small group instructional support of art or another elective course
- Other activities and duties as requested

Other qualifications considered, but not mandatory:

- Valid driver's license
- Reliable transportation

This is a 10-month term position following the school calendar.

Please include "Skyze Habi Yikh Reception/EA" in the subject line. Individuals interested in this opportunity are invited to submit a letter of application and resume by **Monday February 10 2025, 3:00 pm** to:

M.A. Burgess

Kyah Wiget Education Society
Suite#2, 205 Beaver Road
Smithers, BC V0J 2N1
maburgess@kyahwes.ca