



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
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Posting No: SS2627 - 149

June 22, 2026

First Nations Resource Clerk Indigenous Education Department

Coast Mountains School District 82 gives thanks, and acknowledges with respect, that the lands on which we live, work, learn and play are the traditional territories of the Gitksan, Haisla, Nisga'a and Tsimshian Peoples.

Closing Date:	July 3, 2026 at 4:00 p.m.	Hours:	35 Hours per week
Wage:	\$30.75 per hour	Term:	Continuing (1-year term, may be extended)
Allowances:	Not applicable	Start Date:	To be determined

Summary

Under the supervision of the Director of Indigenous Education or designate, the First Nations Resource Clerk will support the delivery of culturally responsive services, programs, and resources for Indigenous individuals, families, and community members. They will serve as a welcoming first point of contact, helping visitors access information, navigate services, and connect with programs that support their well-being, education, employment, and community engagement.

Typical Qualifications and Skills

- Grade 12.
- Intimate knowledge of First Nations Language and Culture
- One year post-secondary program in Indigenous studies.
- Strong administrative skills and experience in a variety of Microsoft Suite software including: Word, Excel, PowerPoint.
- One year experience in an administrative or clerical role
- B.C. Class 5 Driver's License.

Job Descriptions may be viewed on our website at: cmsd.bc.ca/support-staff-postings/support-staff-job-descriptions

THE BOARD SHALL CONSIDER APPLICANTS IN THE FOLLOWING ORDER:

1. Internal applicants with CUPE Local 2052 regular seniority
2. Casual and Temporary Internal applicants with CUPE Local 2052 secondary seniority
3. Casual Employees without seniority and outside applicants

Preference will be given to qualified applicants of Indigenous ancestry with intimate knowledge of local Indigenous language and culture.

Applications must be made in writing to:

Human Resources

Email: hr@cmsd.bc.ca

All applicants must comply with the Criminal Records Review Act
