



BRIDGE RIVER INDIAN BAND

P.O. BOX 190, LILLOOET, BC V0K 1V0 • PH: (250) 256-7423
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Job Posting

CLIMATE INTERN/ OFFICE CLERK

Full Time, seasonal position

Bridge River Indian Band is seeking an individual to fill a Seasonal full time **Climate intern /office clerk** for the Xwisten Ancestral food system program. The Climate intern/office clerk will work climate monitoring activities and will assist with office tasks for the food system program. The purpose of the Food System program is to revitalize the community's traditional food systems and improve our territories' climate health. First, we want to identify traditional food & medicine locations in our territory, study the weather with a weather station and monitor the impact it has on trees, shrubs and plants. Then create a database of weather trends. After the locations have been identified we will analyze the best locations to have day camps, for harvesting, processing and preserving out on the land. Then we will initiate traditional stewardship activities and traditional cultural activities.

Duties & Responsibilities:

- Collecting data from the weather station and rain gage, researching climate data trends.
- Interview Elders on traditional plants and the environmental effects
- Communicating with local indigenous environmental specialist on climate effects on traditional plants
- Assisting the Food System Coordinator on office tasks
- Exercise Discretion: Handle confidential information with utmost discretion and always maintain confidentiality
- Other duties as assigned by the Food systems coordinator, Executive Assistant, Administrator

Qualifications:

- Computer proficiency, especially with Microsoft Office (Word, Excel, Outlook)
- Good communication skills, verbal and written
- Ability to work independently and in a team environment
- Strong organizational skills with the ability to multi-task
- Knowledge and understanding of Xwisten community, culture and challenges
- Valid Driver's License, have a reliable vehicle and willing to travel

Wage: \$21.00 to \$25.00 per hour minimum and depending upon experience

Deadline: February 15, 2026

Please submit your Cover Letter and Resume to:

**Gary Forsyth, Administrator
Bridge River Indian Band
P.O. Box 190, Lillooet BC, V0K 1V0
Fax: 250-256-7999**

While we welcome all candidates, only those selected for an interview will be contacted