



# BRIDGE RIVER INDIAN BAND

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

### HOUSING INTERNS

*2 Fulltime 1 Year Term Position(s)*

Bridge River Indian Band is seeking two (2) individual(s) to fill a full time **Housing Intern Positions**. This is a term position based on funding scheduled to last up to one (1) year. This position aims to provide quality internship opportunities that will provide work experience and relevant skills training to help contribute to the improvement of housing outcomes and enable their pursuit of longer-term employment in housing. The Housing Intern is under the direction of the Operations & Maintenance, Infrastructure & Housing Manager, who is responsible for the general administrative duties and maintenance to support the Housing and Infrastructure Department

#### Duties & Responsibilities:

- Assists with Housing Manager for intake and processing of housing program applications
- Assist with data entry and data collection for housing needs
- Assist with Housing meeting and events coordination
- Perform clerical duties for the housing and infrastructure (e.g., Typing, Posting Information, Filing, Photocopying, Faxing, Ordering supplies, etc.)
- Assist with scheduling and coordinate any maintenance/ repairs to infrastructure
- Assist with electronic and hard copy files
- Assist with policy development
- Provide administrative support for all staff of Housing & Infrastructure team
- Exercise Discretion when handling confidential information and always maintain confidentiality
- Other duties as assigned by the 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
- Successful candidate must be able to obtain and maintain a satisfactory Criminal Record Check, including a Vulnerable Sector Check, as a condition of employment

**Wage: \$19.00 to \$21.00 per hour minimum and depending upon experience**

**Deadline: June 19, 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**  
**Email: [Administrator@xwisten.ca](mailto:Administrator@xwisten.ca)**

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