

First Nations Education Steering Committee

Suite #113-100 Park Royal South, West Vancouver, BC V7T 1A2
P: 604-925-6087 Toll-Free: 1-877-422-3672

FNESC Careers www.fnesc.ca/employment jobs@fnesc.ca



Receptionist

The First Nations Education Steering Committee (FNESC) is currently looking for a dedicated, energetic Receptionist to join our hard working team who work collaboratively and diligently to improve education for all First Nations students in BC. Since 1992, FNESC, led by a strong and diverse board of over 100 First Nations community representatives, has worked in partnership with the First Nations School Association (FNSEA), and the Indigenous Adult Higher Learning Association (IAHLA). Communications, research, partnership-building, resource development and advocacy are all part of the work we do to advance issues in First Nations education.

Examples of Duties and responsibilities:

- Receive, direct and relay telephone messages and fax messages. To ensure that all phone enquiries are responded to in a polite and professional manner regardless of the situation.
- Greet, assist and/or direct visitors in a courteous and professional manner.
- Provide administrative support to the Programs Officer.
- Complete data entry of program projects.
- Manage information and tracking system which includes recording, logging and distribution of incoming documents and correspondence.

Skills and Abilities

- Excellent customer service skills;
- Good organizational and office administration skills;
- An ability to multi-task, be flexible and work well within a busy office environment;
- demonstrated ability to effectively liaise and communicate both orally and in writing, while using discretion and tact with a wide variety of internal and external stakeholders Communicates at a professional level and is courteous, demonstrate tact and diplomacy;
- Strong data entry skills and attention to detail;
- Capable of lifting and carrying 25 lb. boxes;
- Dependability and reliability.

Requirements of the position:

- A minimum of Grade 12 education;
- A minimum of one year clerical and/or secretarial experience in an office environment;
- Ideally an understanding of First Nations history and culture, and some knowledge of education issues;

We offer meaningful work in a professional, friendly, and respectful office environment which is easily accessible by transit and right next door to Park Royal Mall. We enjoy having occasional lunches together as a team – pizza is one of our favourites. Our benefits and pension plans are above average, as is our vacation entitlement. We also offer professional development and a health and wellness subsidy for all of our employees.

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Hours of Work

This is a full-time position. The office hours and hours of employment will be Monday to Friday between 8:30 am and 4:30 pm with a one hour break for lunch. Occasional work outside of those hours will be required.

Work Location:

FNESC Office, West Vancouver, BC

The salary for these positions is \$36,500 per year.

We thank everyone who applies for their interest in FNESC. Unfortunately, due to the volume of applications, we are only able to respond to those applicants who are selected for an interview. We cannot respond to telephone or email inquiries.

Please send your resume and cover letter to jobs@fnesc.ca