

## 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](http://www.fnesc.ca/employment) [jobs@fnesc.ca](mailto:jobs@fnesc.ca)



# Administrative Assistant, Human Resources and Support Services

**Join us to make a lasting impact!**

The First Nations Education Steering Committee (FNESC) is currently looking for a dedicated, energetic and organized Administrative Assistant to join our hard-working HR and Support Services team who work collaboratively and diligently to improve education for all First Nations students in BC. As a member of the FNESC Human Resources and Support Service team and the Administrative Assistant team the Administrative Assistant, Human Resources and Support Services will primarily provide administrative services and support to the HR and Support Services department. The Administrative Assistant, Human Resources and Support Services will also provide additional administrative support as a member of the administrative team as required, including reception relief.

Since 1992, FNESC, led by a strong and diverse board of over 125 First Nations community representatives, has worked in partnership with the First Nations School Association (FNESA), 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.

## **Duties and Responsibilities:**

### **Supporting Human Resources, Finance, ICT, Office Administration, and Privacy Teams:**

- Maintaining employee files;
- Maintaining finance files;
- Maintaining files for ICT and Privacy teams as requested;
- Coordinating and administering mail-outs for HR, Finance, ICT, and Privacy teams;
- Administering expense and travel claims for HR, and Finance;
- Coordinating departmental and team meetings, including booking board rooms or meeting space, arranging catering, preparing meeting rooms, and tidying meeting rooms. This includes, but is not limited to, the coordination of Quarterly Managers Meetings, Monthly Managers Meetings, All-Staff Meetings, Personnel Committee Meetings and Finance Committee Meetings;
- Participation in the preparation, set up/take down, and daily tasks for the FNESC, FNESA, IAHLA and Languages Conferences;
- Providing assistance with the planning, preparation and implementation of workshops and conferences, travel arrangements, catering, room bookings, A/V support, and other support for meetings or workshops coordinated by the Human Resources and Support Services department and/or teams.
- Providing reception relief as scheduled by the Executive Assistant. This is a responsibility that is shared equally amongst all Administrative Assistants.

## **We encourage you to apply if you want to join an organization that makes a difference and possess the following:**

- A minimum of Grade 12 education plus some equivalent combination of experience and education (Office Administration, finance, etc.);
- Some clerical and/or secretarial experience in an office environment;
- A basic understanding of First Nations history and culture, and ideally some knowledge of education issues;
- A strong understanding of privacy and confidentiality combined with the ability to maintain confidentiality on all personal and organizational information;
- Excellent organizational and office administration skills;
- Strong record keeping and inventory skills;

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- Strong data entry skills and attention to detail;
- Ability to multi-task, be flexible and work well under pressure with tight deadlines;
- Proficient skills in using Microsoft Office software, including Excel.

We offer full-time 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 favorites. Our benefits and pension plans are above average, as is our vacation entitlement. We also offer professional development and a health and a wellness subsidy for all of our employees.

This is a full-time, permanent position with most of the work being done between 8:30 a.m. and 4:30 p.m. However, the nature of this position is such that occasional work outside of those hours, including weekend work, may be required.

The salary for this position is \$43,260.00 per year.

**FNESC requires that all FNESC staff be fully vaccinated for COVID-19 for two reasons: First, because FNESC takes its responsibility to create and maintain a healthy workplace very seriously. And, second, because many of our staff attend First Nations communities in-person. Some First Nations have unique requirements and vulnerabilities related to communicable diseases like COVID-19, and FNESC always respects the needs of First Nations.**

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](mailto:jobs@fnesc.ca)