

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



Administrative Assistant, Support Services

Join us to make a lasting impact! An excellent work-life balance is waiting for you!

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

Since 1992, FNESC, led by a strong and diverse board of over 130 First Nations community representatives, has worked in partnership with the First Nations School Association (FNSA), 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.

What We Offer:

- The salary for this position is \$44,990.00 per year;
- Two (2) weeks of vacation as well as two (2) weeks of vacation at Christmas time (with the latter being subject to annual board approval);
- Well above-average benefits plan that is 100% paid for by FNESC, that includes: extended health care, dental care, and vision care;
- Well above-average employer matched pension plan;
- Career advancement opportunities in a fast-growing organization (approximately 30% of current FNESC employees have been promoted into their current role);
- Generous annual professional development subsidy;
- Generous wellness subsidy;
- 35-hour working week;
- Regular employee appreciation events such as our annual Summer Barbeque and Christmas Party.
- Respectful work environment with a stellar work-life balance.

Duties and Responsibilities:

- Supporting Support Service team with daily administrative tasks such as mailing, filing, minute taking, photocopying, meeting kits, data entry, and reception coverage when required;
- Scanning and mailing payment cheques; maintaining vendor files for Finance;
- Responding to internal inquiries on invoices, expense and travel claims and preparation of GST log;
- Assisting with program allocation and filing program allocation related documents;
- Coordinating and administering mail-outs for Support Service team;
- Administering invoices, expense and travel claims for Support Service team;
- 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.
- Preparing meeting kits and meeting resources;
- Participation in the preparation, set up/take down, and daily tasks for the FNESC, FNSA, IAHLA and Languages Conferences;

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- 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.
- Ensuring the cleanliness and orderliness of office administration storage including kitchen cupboards and closet, storage units, and storage room;
- Supporting the office coordinator with activities related to maintenance, repairs, clean up and office supply inventories;
- Participating in Administration staff meetings and supporting administration in other departments as necessary;
- Providing reception relief as scheduled by the Executive Assistant. This is a responsibility that is shared equally amongst all Administrative Assistants.

What We're Looking For:

- A minimum of Grade 12 education, or an equivalent combination of education and experience;
- Preferred 1 year' administrative/clerical experience in a fast-paced office environment;
- Finance experience considered an asset;
- Excellent organizational, communication, interpersonal, teamwork, and time management skills;
- An ability to be flexible and adapt to last minute changes and requests;
- Some understanding of First Nations culture and educational issues is an asset.

We offer full-time meaningful work in a professional, friendly, and diverse 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.

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.

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