

## 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

**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 professional 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 130 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.

### What We Offer:

- The salary for this position is **\$47,015.00** per year;
- Two (2) weeks of paid vacation as well as two (2) weeks of paid 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 35% 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:

#### Administrative Support:

- Assisting with the facilitation of meetings, events, workshops, and conferences;
- Administering invoices, expense claims, correspondence, inventories, mail outs, and travel arrangements;
- General administrative duties such as mailing, filing, minute taking, photocopying, meeting kits, data entry, and reception coverage (for breaks and absences);

#### Providing support to the Reception Desk as needed:

- Receiving, directing, and relaying telephone messages and fax messages. Ensuring that all phone enquiries are responded to in a polite and professional manner regardless of the situation;
- Greeting, assisting and/or directing visitors in a courteous and professional manner;
- Logging incoming/outgoing mail, faxes, and emails, picking up incoming mail and distributing it according to office policy and dropping off mail daily. Checking both the fax and photocopiers on an ongoing basis to ensure they have paper and toner and then notify IT to order more if the supplies are low;
- Maintaining communication within the FNESC office. Both written and verbal communication needs to be maintained to maintain workflow, scheduling, and office updates/news;
- Assisting with taxi travel for staff, directors, executives, board members, and others as required.

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### What We're Looking For:

- A minimum of Grade 12 education, or an equivalent combination of education and experience;
- 1 year' administrative/clerical experience in a fast-paced office environment is 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. Monday to Friday and so candidates must be available during these times. 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](mailto:jobs@fnesc.ca)