

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

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 \$49,251.00 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 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 Christmas Party;
- Respectful work environment with a stellar work-life balance.

Duties and Responsibilities:

1. Administrative Support:

- Data entry, reviewing and logging expense claim forms and invoices, drafting and formatting correspondence, faxing, filing, mailing, photocopying, minute taking, etc.
- Assist with the facilitation of FNESC meetings, events, workshops and conferences and to assist with the maintenance of workflows for these events. To participate in working group teams which will assist in the facilitation of these events and to undertake any associated duties as required.
- Assist with hotel and venue bookings for various Boards, committees, subcommittees, conferences, and workshops.
- Assist with travel arrangements for staff, directors, executives, board members and others as required.
- Be responsible for the inventory and distribution of publications, newsletters and collateral to First Nations and First Nations schools, as required. To distribute and/or mail out information packages when required.
- Maintain databases and filing systems for FNESC with the assistance and guidance of FNESC policies and procedures.

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



2. Support to Reception:

To provide coverage for the reception desk when required.

- 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.
- Log incoming/outgoing mail, faxes and emails, pick up incoming mail and distribute according to office policy and drop off mail on a daily basis. Check both the fax and photocopiers on an ongoing basis to ensure they have paper and toner and then order more if the supplies are low.
- Maintain communication within the FNESC office. Both written and verbal communication needs to be maintained in order to maintain workflow, scheduling and office updates/news.

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;
- Legally permitted to work in Canada;
- 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