

July 2019

Job Description Program Assistant First Nations Public Service Secretariat (FNPSS)

DIRECTLY REPORTS TO: FNPSS Director or delegate

General Description:

As a member of the FNPSS team, the FNPSS Program Assistant will provide administrative support services for all First Nations Summit Society (FNSS) staff working on the FNPSS initiative, including administrative support to the FNPSS Executive Director and/or Director.

Key Duties and Responsibilities:

- Providing meeting support including taking and following up on meeting minutes, composing and distributing communications, compiling agendas and kits for meetings, making travel arrangements and coordinating meeting venue arrangements and catering.
- Performing duties such as drafting and formatting correspondence, word processing, faxing, photocopying, and data entry.
- Managing, reviewing and processing financial and expense claims in accordance with standard operating procedures and FNSS procedures and policies.
- Maintaining contact lists, filing systems and implementing a record management system.
- Fielding enquiries from the public and serving as the first line of contact to ensure prompt attention to requests for information from First Nations communities and leadership, and other partner agencies or organizations.
- Tracking project-specific expenditures and other data lists (e.g. participant and vendor payments) in Microsoft Excel or as otherwise required.
- Maintaining office operating procedures, manuals/guides, and staff and committee orientation kits, etc.
- Providing administrative support to the FNPSS Executive Director and/or Director including verbal and written communication with senior officials and First Nations, coordination of schedules and tasks, responding to enquiries on their behalf, confirming meetings and appointments with staff and external parties, and other support tasks as required.
- Liaising with suppliers to order equipment, merchandise, printing, book venues, etc.
- Creating and maintaining a "Bring-forward" system for tasks, meetings and events for the office.
- Assisting with the preparation, organization and implementation of meetings, workshops and conferences.
- Supporting the implementation and maintenance of office systems, including the records management system, asset management, finance and claim processing procedures, and other systems as required.
- Conducting simple research and information gathering in order to inform and brief other FNPSS team members.
- Continuously striving to improve operational efficiencies and workflows.

Other Duties: As requested within the same scope and level.

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Skills and Abilities:

The individual will need to be able to demonstrate the following skills and abilities on an ongoing basis:

- Excellent interpersonal skills and level of professionalism;
- Ability to coordinate several different tasks and work within a busy office environment;
- Strong organization, time management and project management skills with the ability to work independently and as a member of a team;
- Ability to identify weaknesses in existing systems and processes and recommend changes to improve them;
- Ability to effectively liaise and communicate both orally and in writing regarding confidential and sensitive information, using discretion and tact, and with a wide variety of internal and external stakeholders;
- Strong and professional communication skills, both written and verbal;
- Intermediate to advanced computer skills including Microsoft Word, Excel, PowerPoint, Outlook, and the internet;
- Ability to lift and carry up to 40 lbs safely and without assistance;
- Judgement, dependability, flexibility, and reliability.

Qualification Requirements:

The position will require an individual who has:

- A diploma or certificate in Business Administration, or other related field, or equivalent combination of education and experience;
- A minimum of three years of senior administrative and/or secretarial experience in an office environment including experience working with non-profit or government organizations, Boards or committees;
- An understanding of First Nations history and culture and of BC First Nations communities specifically; and,
- A satisfactory criminal records check.

Hours and Location of Work:

This is a full-time position with the FNSS at the First Nations Summit's office in West Vancouver, BC. Given the nature of duties the employee shall normally perform his/her duties in-office during core business hours, however some travel or work at other locations, and work on weekends and evenings may be reasonably necessary or approved if requested.

Policies and Procedures:

All FNSS employees working on the FNPSS initiative will comply with FNSS policies and procedures, and any policies and procedures specific to the FNPSS initiative.