



Join the First Nations Public Service Secretariat Team!

The **First Nations Public Service Secretariat** initiative within the First Nations Summit Society is looking for a **Program Assistant** to join our team.

We focus on learning and professional development to support our staff and you will gain valuable experience working with senior leaders in all levels of government.

The FNPSS has launched a BC wide capacity building strategy for First Nations administrations. We support BC First Nations in their pursuit of excellence in public service by delivering capacity building programs and training. We need an innovative and creative self-starter to provide administrative support to our program delivery for First Nations across the province.

Qualification Requirements:

- 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.

Other Skills and Abilities:

- Excellent interpersonal skills and level of professionalism;
- Ability to coordinate several different tasks and work within a busy office environment;
- Strong and professional communication skills, both written and verbal;
- Intermediate to advanced computer skills including Microsoft Word, Excel, PowerPoint, Outlook, and the internet;
- Judgement, dependability, flexibility, and reliability.

How to apply:

This posting will be open until the position is filled with a qualified individual; shortlisted candidates will be contacted immediately; **interviews will be conducted beginning as early as August 5, 2019.**

Please submit your CV, cover letter explaining why you're suitable for this position and 3 professional references to Jehan Casey, jcasey@fnps.ca - Indigenous applicants encouraged to apply.

Temporary Full-time position with possibility of term extension

West Vancouver, BC