

November 2022

Job Description Program Assistant, Engagement & Capacity First Nations Public Service Secretariat (FNPSS)

DIRECTLY REPORTS TO: Unit Manager

General Description:

As a member of the FNPSS team, the Program Assistant will provide administrative support services for all activities of the unit, in particular direct support to the unit Manager, event and meeting support including registration and payment tracking, and tracking project expenditures and completing simple financial process such as requisitions for payables. Although the position reports to the Manager of the unit, guidance, training, and work assignments may also come from Corporate Services.

Key Duties and Responsibilities:

- Providing meeting and event support including composing and distributing communications, compiling agendas and kits for meetings, making travel arrangements, coordinating meeting venue arrangements and catering, overseeing registration, and taking and following up on meeting minutes.
- Preparing purchase orders, contracts, expense and travel claims, and other basic financial tasks in accordance with standard operating procedures and FNS procedures and policies, and under management guidance.
- Fielding enquiries from the public 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.
- Providing administrative support to unit Manager, and on occasion other team Managers 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.
- Maintaining tracking systems, including a “Bring-forward” system for tasks, meetings and events.
- Maintain office systems, including the records management system, contact management platform, general management of email accounts, and other systems as required.
- Conducting simple research and information gathering in order to inform and brief other FNPSS team members.
- Perform back-up function for other FNPSS support staff when required.
- Other duties within the same scope and level.

Skills and Abilities:

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

- Excellent interpersonal skills;
- 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;

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- 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; SharePoint and virtual collaboration software such as Zoom would be an asset;
- Ability to lift and carry up to 40lbs safely and without assistance;
- Judgement, discretion, and integrity;
- Strong attention to detail; and,
- 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 2 years of administrative support experience in an office environment including experience supporting events and meetings;
- An understanding of First Nations history and culture and of BC First Nations communities specifically; and,
- A valid Driver's License.
- The ability to travel by air *This is subject to change as Provincial and Federal Public Health guidelines shift due to the COVID-19 pandemic.

Hours and Location of Work:

Full time hours (35 hours weekly). Some remote work is an option for the successful individual. Due to COVID-19, the individual will be working from their own home for the foreseeable future. While basic office equipment will be supplied (e.g., laptop, monitor, keyboard, mouse, webcam, notebooks, pens, etc.), the individual will be expected to have adequate Internet capabilities to conduct work over platforms such as Zoom, MS Teams, and be responsible for maintaining this, as well as providing their own basic workspace set-up (e.g., desk, chair, quiet/heated space, etc.). Depending on the specific needs and circumstances, the employer may be able to support some of the items listed above, but this is not guaranteed.

Given the nature of duties, the employee shall perform his/her duties at such places and during such times as may be necessary. Beyond the pandemic, some telework may be permitted and some travel may be required.

Policies and Procedures:

All FNPSS employees will comply with FNPSS policies and procedures, which unless otherwise established with approval from the FNS Executive Director, are the same as those of the FNS.

Salary: This position is in the range of 50-55k per year, final salary to be discussed with the successful candidate.