

# First Nations Summit

## EMPLOYMENT POSTING

### **First Nations Summit Senior Administrative Assistant**

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REPORTS TO:	FNS Executive Director and FNS Communications Director
TERMS:	Full-Time Employment Agreement
LOCATION:	West Vancouver, BC
HOURS OF WORK:	Monday to Friday 8:30 a.m. to 4:30 p.m. (May occasionally be required to work evenings and weekends)
DEADLINE:	<b>OPEN UNTIL FILLED</b>

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**Are you an enthusiastic and driven professional looking for an opportunity to learn and grow with a dynamic and passionate team?**

**First Nations Summit is looking for a Senior Administrative Assistant to join our growing team!**

#### **ABOUT FIRST NATIONS SUMMIT**

The First Nations Summit (FNS) is a provincial First Nations organization committed to advancing discussions with the governments of Canada and BC to support First Nations in conducting their own direct treaty negotiations. The FNS provides a forum for First Nations in BC to address issues related to Treaty negotiations, First Nations Title and Rights issues, as well as other issues of common concern.

Our work involves taking a leadership and advocacy role on a full range of issues affecting First Nations, including negotiations and implementation of treaties, agreements, and other constructive arrangements, as well as day-to-day social and economic issues.

At the FNS, we offer a dynamic work environment, opportunities for professional development, and a chance to make a meaningful impact in the lives of First Nations citizens and communities. If you're passionate about driving positive change for First Nations and are looking for a rewarding career with ample opportunity to grow with us, we encourage you to join our team!

#### **ABOUT YOU**

- "Organized and resourceful" is basically your middle name – you're efficient and able to multitask effectively in a fast-paced environment.
- You have excellent communication and interpersonal skills, a strong work ethic, the ability to diplomatically and discreetly handle sensitive information, and commitment to everything you do.

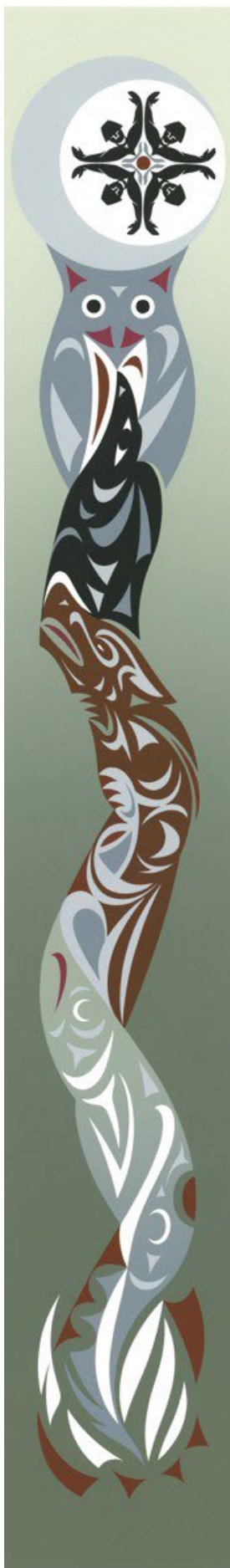
- You have an eye for detail allowing you to catch little things that might go unnoticed by others.
- You're loyal to the core - dedicated, reliable, and willing to go above and beyond to ensure that both the team and the organization as a whole are successful.
- Self-motivated and independent but also a team player who doesn't hesitate to jump in and support others on the team.
- You're an open communicator who is not afraid to ask questions when they're unsure about a process or task – you'd rather just get it right the first time!
- You're passionate about supporting and empowering First Nations peoples and have a desire to contribute to positive change.

### A DAY IN THE LIFE

- Owning the coordination of travel arrangements and accommodations for our executives and staff.
- Booking venues and ensuring they are properly equipped with audio-visual technology and other necessary apparatus for presentations and events.
- Providing coordination assistance for meetings, events, and conferences for the FNS.
- Maintaining our databases, keeping track of contacts across the province, including First Nations, and the Provincial and Federal Government, and ensuring that all information is up-to-date and accurate.
- Overseeing and supporting the receptionist and their duties, jumping in to provide support where necessary.
- Providing general administrative support, including research, correspondence preparation, etc., for other team members across all departments within FNS.
- Creating, formatting, and proofreading various documents and reports.
- Assisting senior FNS staff with expeditiously responding to requests and inquiries from First Nations and/or government departments/agencies.
- Other duties as assigned by senior FNS staff.

### WHAT YOU BRING TO THE TABLE

- At least 5 years of experience in an administrative role.
- Advanced proficiency in Microsoft Office Suite, particularly with creating and formatting documents; SharePoint, and Adobe products.
- Exceptional verbal and written communication skills with an eye for detail, allowing you to easily catch any grammatical mistakes when proofreading and editing documents and reports.
- Strong organizational skills with the ability to plan and coordinate events and accommodations effectively, including booking venues, arranging transportation, and managing accommodations for events or conferences among other logistical aspects.
- Exceptional organizational abilities to manage competing priorities in a fast-paced environment.
- A collaborative mindset with the ability to work effectively in a team environment, taking the initiative to jump in and offer support as needed.
- A willingness to learn as you go! We don't expect you to know everything but having an open mindset and being eager to learn would be greatly valued.
- Excellent communication and interpersonal skills, with an upbeat personality and can-do attitude!
- Flexible schedule as work may occasionally include evenings and weekends.
- Ability to travel as required.



### NICE TO HAVES

- Understanding of bookkeeping with experience managing financial records and transactions.
- Demonstrated proficiency in website development and design using WordPress.

### OUR COMMITMENT TO YOU

We're committed to our small but mighty team and taking care of our people. In addition to joining an organization that values you, your contributions, and your growth, some of the benefits you will receive include:

- Competitive compensation package to reward your hard work and contributions.
- Extended health benefits and dental plan to value the wellbeing of you and your family.
- A fulfilling and meaningful work environment where you will have the opportunity to contribute to positive change for First Nations communities.
- A culture that values diversity and inclusion and fosters a sense of belonging for all employees.
- Collaborating alongside a tight-knit and supportive team who are passionate about what we do.
- Experience the invigorating energy of collaborating with colleagues in the office!

***If this sounds like what you're looking for in your next opportunity, we want to hear from you!***

***Apply with your resume including references and cover letter today:***  
[careers@fns.bc.ca](mailto:careers@fns.bc.ca)

***To learn more about the impact you'll make, visit us at <https://fns.bc.ca/>.***

