



OPPORTUNITY IN FNESS Competition # 2020-02

FNESS is currently inviting applicants for the position: Administrative Support

The First Nations' Emergency Services Society of British Columbia (FNESS) is a not-for-profit organization, as well as a registered charity, under the governance of a First Nation Board of Directors. FNESS assists BC First Nations in developing and sustaining safer, healthier and thriving communities. Our programs and services include Firefighter Training, Fire Prevention Education and Awareness, Emergency Management, and Forest Fuel Management. The goals of a self-sustaining and resilient community must keep *safety* as a priority as we support the development of community and professional capacity.

POSITION SUMMARY

The Administrative Support is responsible for supporting the Fire Services and Emergency Management Department in the development, coordination, promotion, administration and delivery of the FNESS Fire Services and Emergency Management Programs to First Nation Communities.

Duties and Responsibilities may include, but are not limited to:

- Assist Managers and Coordinator with all administration functions of Fire Services and Emergency Management Programs.
- The preparation of FNESS sponsored events, conferences and workshops.
- The preparation of course material, (i.e. assembles binders, admin packages, etc.).
- Planning travel logistics for all staff with their deliverables in the community.
- Contacting communities in the setup of and promotion training courses.
- Assist and coordinate scheduling of meetings for the Fire Services Department.
- Ensure required Department Program information is collected, entered, and maintained in various electronic databases and that these data bases are properly managed.
- Distribution of information packages and necessary forms to all First Nations Fire Departments and communities via fax, mail or email.
- Receive communication from enrollees and answering general questions regarding courses/workshops/events and upcoming events.

PERSONAL QUALIFICATIONS AND OTHER SKILLS AND KNOWLEDGE

- Grade 12 Education
- Experience working closely with First Nations Communities and Service Organizations
- Strong communication skills in written as well as verbal communication
- Able to work with limited supervision.
- Work well in a team environment.
- Experienced using computer systems and proficient with Microsoft Office Programs.
- Experienced with general office equipment: mail machines, copiers, fax machines etc.

REQUIREMENTS

- Travel in all forms of ground, air and marine transportation to rural and remote areas of BC, as requested.
- Required at all times to adhere to FNESS policies.
- Develop and maintain a level of cultural awareness of First Nation Communities as it relates to the delivery of Fire Services Programs.
- Develop and maintain a level of trust, integrity and professionalism with communities, clients and organizations.
- Physically capable to participate in field work throughout the province of BC

FNESS is looking for enthusiastic individuals to support the Fire Services and Emergency Management Department. Successful candidates must possess a valid BC Driver's License, clear a criminal record check which includes a vulnerable sector check and submit a current driver's abstract from ICBC. An understanding of First Nation peoples, culture and customs as it relates to the delivery of FNESS programs is beneficial.

TERMS: Full Time Employment Agreement

LOCATION: FNESS Office Located in Kamloops, BC

HOURS OF WORK: Monday to Friday 8:00 a.m. – 4:00 p.m.

Deadline for receiving applications is: Will remain open until filled. Only successful candidates will be contacted.

Please forward a current resume and cover letter to: HR@fness.bc.ca

Attn: Executive Director
First Nations' Emergency Services Society of BC
102-70 Orwell Street
North Vancouver, BC, V7J 3R5
Email: HR@fness.bc.ca
Fax: 604.669.9832