



ADMINISTRATIVE COORDINATOR - INDIGENOUS DECISION SUPPORT

Competition 23-21

The First Nations' Emergency Services Society of British Columbia (FNESS) is a not-for-profit organization and registered charity governed by a First Nation Board of Directors. FNESS supports BC First Nations in building safer, healthier, and thriving communities through programs focused on Awareness, Preparedness, Mitigation, and Recovery.

Position Summary:

The Decision Support team member will prioritize Indigenous Knowledge while supporting the Decision Support Manager and designated lead in developing, coordinating, promoting, and administering technology-driven, community-focused Decision Support services. This position requires excellent communication, organization, training skills, and experience working with First Nation communities. Travel to remote First Nation communities across BC may be required.

Position Responsibilities:

- Answering all incoming calls, emails, and in-person inquiries if applicable, then forwarding them to the appropriate parties as required.
- Supports Decision Support team by preparing memos, agendas, minutes, and scheduling meetings as required.
- Coordination of Decision Support department travel and site visit logistics.
- Support FNESS administration team as requested.
- Assisting with data entry and workflow processes maintenance for various Decision Support Systems.
- Assist the Decision Support Manager with coordinating and administering the FNESS Decision Support Department activities.
- Support FNESS internal Decision Support training.
- Collect feedback and suggest improvements for the Decision Support Team.
- Support the development of new forms, reports, and business processes.
- Provide weekly verbal project updates and written progress using the Internal FNESS Decision Support Reporting Framework.
- Assist the Decision Support Manager with program reports for internal and external purposes.
- Assist in promoting Decision Support and other FNESS department programs.
- Provide FNESS Emergency Operations Center (EOC) support as necessary.
- Perform other related duties as assigned.

Position Requirements:

- Lived experience working with First Nations people and communities.
- Previous Administrative Coordination experience is beneficial.
- Enthusiasm for integrating technology into emergency management, including the internal FNESS Decision Support tool, GIS, and MS Office Suite.
- Background in emergency management or EOC can be beneficial.
- Ability to communicate and work effectively with team members, responding respectfully to internal and external inquiries.
- Self-motivated and proven ability to prioritize tasks effectively.

Position Type: Full Time, Permanent

Location: Hybrid, Remote

Hours of Work: 8:00 am – 4:00 pm Monday to Friday

Closing Date: September 11, 2023, midnight

The successful candidate must possess a valid Class 5 BC Driver's License and will be required to submit a current Driver's Abstract, and Criminal Record Check.

Wage will be dependent on education and experience.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is FNESS Policy to practice preferential hiring for Indigenous people. Candidates who wish to qualify for preferential consideration must self-identify.

We thank all candidates for their interest; however only those selected for an interview will be contacted.

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

Attention: Decision Support Manager

First Nations' Emergency Services Society

102-70 Orwell Street

North Vancouver, BC, V7J 3R5

Fax: 604.669.9832