



ADMINISTRATIVE COORDINATOR - COMMUNICATIONS

Competition 23-20

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 Administrative Coordinator is responsible for supporting the Communications Team in the development, coordination, promotion and administration of all FNESS communications, ensuring alignment with the vision and mission of the organization. This is an intermediate position requiring excellent communication, organizational and management skills, and experience.

Position Responsibilities:

- Assist Communications Team with the coordination and administration of all communications functions.
- Coordinate accommodation and travel arrangements as required.
- Assist Communications Team with department reports (quarterly and annually) for both internal and external purposes.
- Assist Communications Team with general accounting administrative duties (e.g., budgets, timesheets, visa reconciliation).
- Assist and coordinate scheduling of department meetings, prepare agendas and meeting minutes.
- Draft, format, edit and proofread a wide variety of documents, reports, presentations, memoranda, and correspondence.
- Ensure required communications information is collected, entered and maintained in various electronic databases and that these databases are properly managed.

Position Requirements:

- Completed grade 12; a certificate, diploma or degree in business administration, administrative assistance or related discipline is preferred.
- Minimum 2 years of experience with administrative responsibilities.
- Strong working knowledge of MS Office Suite (Outlook, Word, PowerPoint, Excel).
- Demonstrated ability to communicate effectively both verbally and in writing including the ability to respond diplomatically to both internal and external inquiries.
- Ability to work both independently and collaboratively.
- Proven ability to multi-task and prioritize competing priorities effectively.
- Excellent organization skills and great attention to detail.
- Experience in managing budgets and expenditures.

- Experience in handling confidential and sensitive information.
- Ability to plan, schedule, and execute office-related events.
- Previous experience working with First Nation communities is preferred.

Position Type: Full Time, Permanent

Location: Kamloops Office

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

Closing Date: September 29, 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: Communications Manager

First Nations' Emergency Services Society

102-70 Orwell Street

North Vancouver, BC V7J 3R5