



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 position requires excellent communication and organizational skills, and experience working with First Nation communities.

Position Responsibilities:

- Assist the Communications Team with the coordination and administration of the Communications Team activities.
- Coordinate accommodation and travel arrangements as required.
- Answer incoming calls, emails, and in-person inquiries if applicable, and forward them to the appropriate parties as required.
- Assist Communications Team with department reports (quarterly and annually) for both internal and external purposes.
- 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.
- Perform other related duties as assigned.

Position Requirements:

- Completed grade 12; a minimum 2 years of experience with administrative responsibilities is preferred.
- Excellent MS Office Suite skills (Outlook, Word, PowerPoint, Excel).
- Strong working knowledge of Microsoft 365 (Sharepoint and Teams).
- Ability to communicate effectively both verbally and in writing including the ability to respond respectfully to internal and external inquiries.
- Ability to work both independently and as a team.
- Ability to multi-task and prioritize tasks effectively.
- Excellent organization skills and great attention to detail.
- Experience in handling confidential and sensitive information.

Position Preferences:

- Previous experience working with First Nation communities.
- An interest in communications, marketing, or media production.
- An eye for design or experience in design.

Position Type: Full Time, Permanent

Location: Hybrid, Remote

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

Compensation range: \$50K to \$60K a year. Competitive compensation based on qualifications and experience.

Closing Date: Until Filled

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: communications@fness.bc.ca

Attention: Communications Manager

First Nations' Emergency Services Society

102-70 Orwell Street

North Vancouver, BC V7J 3R5