



Fort Nelson First Nation Community Education Authority

INTERNAL-EXTERNAL JOB POSTING

Job Title:	Education Assistant (Clerk III)	Posting #:	201904.01-1.0
Department:	Education	Level:	G3-L2-C3
Location:	Office at 2026 Kennay-Road.; Multiple Sites Served	FTE:	1.0
Supervisor:	Director of Education, primary	Starting Rate:	\$23.73
Key Areas:	Records and Communications	First Posted:	16-04-2019
Effective Date:	April 2019	Closes:	30-04-19

SUMMARY / SCOPE

Reporting to the Director of Education and Chalo School Principal, the Education Assistant (Education Services) will provide administrative support to these senior administrators, and assist with research and communications as directed. This position provides a full range of administrative support including: booking temporary staff, maintain filing systems and project binders, document preparation and document control, communicate with employees and public, provide research assistance and draft letters/documents, organize calendars and communications of the administrative offices, prepare and set up for meetings, note taking, and ensuring the smooth flow of information and correspondence in and out of the offices of the Director and Principal. This employee has exceptional written and verbal communication skills with a proven track record as a team player who is comfortable with deadlines and multi-tasking and prioritizing a busy workload. This position will be responsible for assisting and supporting the daily activities of the Director and the special projects of the Principal. This position of trust collects and maintains all information in accordance with the *Personal Information Protection and Electronic Documents Act*. and other applicable legislation. Other related duties as required.

Candidate Profile:

The Education Assistant has a diplomatic and energetic personality and a high level of attention to detail, and works closely with senior administration and other staff to form a positive and supportive team atmosphere. The successful candidate is able to work independently while positively contributing to a teamwork environment and has experience managing and completing multiple projects within established timelines.

COMPETENCIES

- Organizing and Coordinating
- Time Management
- Customer Service

MINIMUM QUALIFICATIONS

- Mature individual of professional presentation, and graduated from high school, or high school equivalent.
- Two (2) years demonstrated progressive experience in administrative/executive support role.
- Proficient skills in MS Office Suite applications, internet, email and basic knowledge of database management technologies and knowledge regarding remote access and operation connectivity.
- Excellent communication skills (written and oral); ability to build and maintain relationships with members and leaders and effectively liaise with diverse groups and a range of individuals, remotely and in person, in a professional manner.
- Strong interpersonal skills and ability to interact with internal and external stakeholders.
- Ability to use good judgment, handle competing priorities and meet deadlines.
- Keyboarding proficiency with few errors
- Highly organised and detail orientation.
- Able to clear a criminal record check.
- Valid Class 5 Drivers License and clean driver's abstract.



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DESIRED QUALIFICATIONS

The following are considered assets:

- Applied Business Technology or equivalent Certification and previous office experience.
- Previous experience working in Education.
- Previous experience preparing agendas and taking notes.
- Strong facilitation skills.
- Previous First Nation experience, and an awareness and understanding of First Nations history and context.
- Google™ drive, calendar, forms and other Google™ products;
- Ability to speak Cree and/or Dene.

WORK CONDITIONS

- Manual dexterity required to use desktop computer and peripherals.
- May be required to interact with other government agencies.
- Considerable mental concentration
- May be required to work flexible hours or overtime.
- May be exposed to unpleasant dealings in emotionally charged situations.
- Overtime may be required.

APPLICATION INSTRUCTIONS

Posting Closes: April 30, 2019 at 4:30 p.m. **Remuneration:** Rate offered to the successful applicant is pending qualifications: certification(s), knowledge, skills, and abilities. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to:

Human Resources, Recruitment
Fort Nelson First Nation
R.R. #1, Mile 295, Alaska Highway
Fort Nelson, B.C. V0C 1R0
E-mail: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a response.

* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.