



## **JOB OPPORTUNITY – RECEPTIONIST/ADMINISTRATIVE ASSISTANT**

### **Permanent Full-Time Position**

The Coastal First Nations - Great Bear Initiative (CFN-GBI) has an exciting and unique opportunity for a full-time Receptionist/Administrative Assistant to join our dynamic team in Vancouver.

#### **About the Coastal First Nations – Great Bear Initiative**

The CFN-GBI is a not-for-profit Society established in 2003 that is owned and operated by a unique alliance of First Nations on British Columbia's North and Central Coast and Haida Gwaii. The alliance includes Wuikinuxv, Heiltsuk, Kitasoo/Xaixais, Nuxalk, Gitga'at, Metlakatla, Old Massett, Skidegate, and the Council of the Haida Nation. The principal goal of this group is to restore and implement ecologically, socially, and economically sustainable resource management approaches on the Central and North Coast and Haida Gwaii. For more information on the Coastal First Nations please see [www.coastalfirstnations.ca](http://www.coastalfirstnations.ca)

#### **The Opportunity**

Reporting to the Office Manager, the primary functions of this position are to provide a professional and welcoming experience for visitors, whether in-person, on the telephone, or through multi-media formats, ensuring enquiries are responded to appropriately, and for providing hosting, office management, secretarial and administrative support and general troubleshooting to CFN-GBI.

Required qualifications for the position include completion of Grade 12 and office administration courses at the post-secondary level and at least three years' experience providing excellent customer service and administrative assistant-type responsibilities, preferably while working in a cross-cultural, not-for-profit sector environment. Advanced skills in the Microsoft Office Suite and an understanding of systems for document management are also required.

Given the responsibilities of the position, the successful candidate must have knowledge of First Nations Cultures, be a self-starter, with a reputation as a team player, possessing excellent written and oral communication skills and the ability to build relationships, particularly with First Nations communities. Flexibility, attention to detail, comfort with change, detail orientation, multi-tasker, problem solver, willingness to take initiative, great organizational skills and technical competence are also required skills.

CFN-GBI hires on the basis of skills, ability and qualifications, however, in support of our strategy to achieve our employment goals for Aboriginal peoples, qualified Indigenous applicants, particularly from the CFN-GBI alliance Nations who at the time of application indicate such, will be given priority. A complete job description is available at [www.coastalfirstnations.ca](http://www.coastalfirstnations.ca)

**CFN-GBI offers a competitive compensation package and an engaging work environment. Qualified applicants should email a cover letter and resume to [cdixon@coastalfirstnations.ca](mailto:cdixon@coastalfirstnations.ca), to the attention of Crystal Dixon, Office Manager by 3:00 p.m. on Friday October 25, 2019. Note: Only those shortlisted will be contacted.**