



JOB OPPORTUNITY – ADMINISTRATIVE ASSISTANT

Permanent Full-Time Position

Coastal First Nations - Great Bear Initiative (CFN-GBI) has an exciting opportunity for a permanent full-time Administrative Assistant.

About Coastal First Nations – Great Bear Initiative

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, Gitxaala, 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. You can learn more about us both as an organization and the projects we engage in by checking out our website at www.coastalfirstnations.ca

About the position

This position reports to the Director of Operations and is responsible for office support that includes providing a professional and welcoming experience for visitors, whether in-person, on the telephone, or through multi-media formats, ensuring enquiries are responded to appropriately, providing hosting, office management, secretarial and administrative support, and general troubleshooting for CFN-GBI.

To be successful in the position you will have completed Grade 12 and office administration courses at the post-secondary level and have at least three years' experience providing excellent customer service and similar administrative assistant-type responsibilities, preferably while working in a cross-cultural, not-for-profit sector environment. Your skills in the Microsoft Office Suite need to be at an advanced level and your experience preferably includes at least an understanding of systems for document management. You also have knowledge or at least an interest in learning of First Nations' Cultures.

If you are contacted for an interview, you will be asked to provide examples of your excellent oral and written communication skills; of your ability to build relationships; of your flexibility, attention to detail, comfort with change, detail orientation, being a successful multi-tasker, problem solver, and organizer.

You must be willing to work both from home and from the office (located in downtown Vancouver) until the CFN-GBI office fully re-opens (due to COVID-19 considerations).

Please note that 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.

CFN-GBI offers competitive compensation which includes a comprehensive benefits package. If you feel that this position might be of interest, we hope to hear from you.

To apply, please email a cover letter and resume to hr@coastalfirstnations.ca, to the attention of Gary Wilson, Director of Operations, by **3pm PT on Friday February 12, 2021**.

Note: Only those shortlisted will be contacted.