



HUMAN RESOURCES & OPERATIONS ASSISTANT

Full-time Permanent Position

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 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. To learn more about us at www.coastalfirstnations.ca

PROTECTING OUR COAST. BUILDING OUR ECONOMY.

A unique alliance of nine BC First Nations, creating jobs for the future and protecting the Great Bear Rainforest.

Who we are looking for:

You are personable, positive individual with a minimum of 3 years Human Resources and Administration experience. You have the ability to multi-task, have great attention to detail and enjoy working in a fast-paced growing environment. You find it easy to work independently and take the initiative where needed. You are also a collaborator and thrive working in a supportive team environment. You are tactful, emotionally intelligent, are eager to make a positive impact, have a passion to help others and crave meaningful work.

What we offer:

We offer meaningful work. We give back to our communities, our land, our sea, our economy, and our environment. In addition to working with an inclusive, supportive, caring group of people, we offer a competitive compensation package which includes:

- Three (3) weeks annual vacation
- An additional two (2) weeks paid time off during the festive season
- One (1) additional paid week off for cultural/family leave
- A generous registered pension plan
- A healthy extended benefit plan
- A chance to make an impact while being part of a progressive, dynamic team

About the position:

Position: HUMAN RESOURCES AND OPERATIONS ASSISTANT
Reports to: DIRECTOR OF OPERATIONS
Location: VANCOUVER, IN PERSON
Start Date: ASAP
Salary range: \$55,000 - \$60,000.00 per annum (negotiable, commensurate with experience)
Status: FULL-TIME, PERMANENT

The Operations Department of Coastal First Nations – Great Bear Initiative underpins the work of the entire organization including:

- coordinating short-term and long-term planning
- providing human resources administration
- creating and managing policies and procedures
- maintaining electronic filing systems
- ensuring risk mitigation and compliance
- overseeing administration in both office locations, Vancouver and West Vancouver
- financial management
- coordinating internal and external meetings.

As a key employee on the Operations Department Team, and reporting to the Director of Operations, the Human Resources & Operations Assistant will provide administrative support to the Operations Director by organizing the operations department, creating and maintaining paper and electronic filing systems, coordinating meetings, taking and distributing minutes, creating a variety of documents, templates and reports, creating a Health and Safety Program, and coordinating human resources functions. The Human Resources & Operations Assistant will also work closely with the Finance Department and Senior Policy Advisor. This role also covers the receptionist when required.

Responsibilities

The Human Resources & Operations Assistant is responsible for the following key areas:

Human Resources

- Updates Human Resources documents, such the employee policy manual, orientation manuals, forms, and documents
- Creates and maintains highly confidential employee filing systems and ensures contents are compliant
- Develops and maintains a system for tracking reviews and leaves
- Administers benefit and pension programs
- Updates and conducts the onboarding and off boarding of employees
- Together with the management team, creates a Health and Safety Program
- Coordinates all functions related the Health and Safety Program
- Ensuring compliance with PIPA and other relevant legislation
- Coordinates learning and development opportunities for individual employees as well as the leadership team
- Works closely with the Executive Assistant and Payroll Coordinator

Administration

- Organizes meetings, manages priorities, and communicates effectively
- Provides administrative support to the Director of Operations by creating high-level correspondence, and preparing memos, letters, templates, and documents
- Provides support to the Senior Policy Advisor with document management and meeting coordination
- Manages data: collecting, sorting, and filing
- Creates and maintains electronic filing systems (scanning, uploading) which are efficient and allow for easy retrieval of documents and information
- Distributes documents to relevant managers and employees
- Ensures accurate minutes of meetings are recorded, filed in Teams/SharePoint and distributed
- Tracks follow-up and action items and decisions
- Manages paper filing systems
- Provides back up support to the reception area when required

Finance

- Updates policies, procedures, and templates
- Liaises with the Finance team to provide general support

Relationship Management

- Communicates and interacts with the team, to build relationships and support effective operations
- Maintains positive relationships with internal parties:
 - employees and program managers
 - boards, committees, and representatives of member Nations
- Determines most efficient means of communication
- Is a proactive, solutions-oriented member of the team

Participation

- Engages in scheduled management and employee meetings
- Celebrates successes and troubleshoots challenges
- Follows-up on action items, completing tasks and documenting results
- Chairs meetings as needed, and staff meetings on a rotational basis

Other related duties as required.

Qualifications:

Education and Experience

- At least 3 years of progressive administrative responsibilities and Human Resources experience is required
- Post-Secondary education in the areas of Human Resources, business, business administration or a relevant field of study is an asset
- Previous working knowledge and experience working with Indigenous organizations and communities is a definite asset
- Experience maintaining employee files and administering benefits
- Minimum of 2 years' experience participating in Health and Safety Programs
- Solid working experience with the use of Microsoft Office 365 applications including Teams,

- SharePoint, Zoom, Word, Excel, and Outlook
- Proven ability to edit, write and format reports, templates, and other documents
- Experienced in electronic file management

Skill Sets and Competencies

- Strong personal interest and commitment to Coastal First Nation – Great Bear Initiative’s mission and vision required
- Good understanding how a non-profit society operates
- Good understanding of Human Resources Legislation (Human Rights, Canadian Labour Code, PIPA, WCB, etc.,)
- Practical experience and strong competence with Microsoft Office applications and video conferencing software required
- Able to organize, schedule and host a variety of meetings, both in person and virtual
- Able to forge strong relationships with a variety of employees, managers, partners, vendors, and partners
- Exceptional oral and written English business communication skills
- Highly organized, detailed oriented and able to prioritize tasks with good time management skills
- An effective communicator, collaborator and team player who is able to work independently as well as collaborating with others
- Able to exercise diplomacy, tact and good judgment when problem solving, and recognizing scope of authority and in protecting confidential information

How to Apply:

Interested candidates are invited to submit the following to careers at careers@jouta.com no later than Friday June 24, 2022, at 5:00 pm PST.

- 1) A letter of interest, outlining how your previous experience and education would support this position.
- 2) A most recent C.V.
- 3) Contact information for two references.

The successful candidate must provide references and a clear criminal records check. We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. As this is a unique opportunity we welcome and are open to discuss flexible arrangements. We thank all applicants for their interest; only those selected for an interview will be contacted.

Persons of Indigenous ancestry will be given preference. s16(1) CHRA.