

# Job Description – Metis Community Services Society of BC

**Job title:** Mamawapowin Early Years Hub Administrative Assistant  
**Location:** Kelowna, BC  
**Terms:** Full-time – 37.5 hours per week  
**Salary/rate:** Based on experience and credentials  
**Requirements:** Monday to Friday; Occasional weekend &/or after hours

**About us:** Metis Community Services Society of BC (MCSBC) has a mandate from Metis citizens to provide integrated, holistic, family-centred, wrap-around services to all those who need assistance, with special emphasis on Indigenous populations, specifically Metis populations.

**About the role:** Provide ongoing support to the team at ‘Mamawapowin Early Years Hub’. The administrative & program assistant performs clerical duties as well as *other* minor general duties. Reports directly and takes direction from the **Early Years Manager** (EYM). Admin & Program Assistant will also be proficient in event planning, managing schedules, answering the phone/emails and have strong interpersonal skills. Assist and support **Early Years Manager** and acting as a point of contact with staff at MCSS. Proficient in Microsoft Office, Excel, Word, mail merge, outlook and familiar with data base entry.

## REPORTS DIRECTLY TO EARLY YEARS MANAGER (EYM)

### Duties & Responsibilities:

- Provides administrative support to ensure efficient operation of office & programs.
- Schedules meetings for Mamawapowin staff at the direction of EYM.
- Carries out administrative duties such as filing, typing, copying, scanning etc.
- Receive, record, and send faxes, maintain & update manuals.
- Support EYM in preparing program reports by compiling data, preparing documents for consideration and presentation by EYM.
- Ability to respond appropriately to a wide range of inquiries and present a willingness to provide direction/referral/link to resources that are accessible.
- Perform as reception by answering phone and responding to emails, and other related duties.
- Exhibits polite and professional communication via phone, and e-mail.
- Present a readiness to assist all program staff departments at MCSBC, when necessary and as directed by EYM.
- Receives, records, and distributes incoming mail and prepares outgoing mail (also recorded).
- Take minutes of staff meetings as required and as directed.
- All captured statistical data to be saved in MCSBC digital drive, and to be updated regularly.
- Reconcile incoming purchase statements/receipts and enter into ‘Expensify’ for Financial Officer

- Ensure all visitors at Mamawapowin are recorded and statistical data is captured.

### Other related duties & expectations:

- Organize and order office and printing supplies and consumables, as directed by EYM.
- Assist/support with basic setup and clean-up of common space (reception area) and all spaces at Mamawapowin, as needed.
- Maintain and uphold confidentiality requirements.
- Ongoing communication with Starbright building re: requirements or requests, to be vetted through EYM.
- Ongoing communication with janitorial service as necessary and directed by EYM.
- Assist/support **Hub Support** in coordinating Starbucks pick up and support completing the 'Second Harvest' weekly report.
- Ensure that all requirements have been met for 'Volunteers', all applications/submissions to be added to **CRM**.
- Ensure that all contact information is current and updated, i.e.: Elders and Volunteer lists.
- Collaborate with Executive Assistant, the care, maintenance needs of the work van also to include milage tracking, vehicle forms are properly filled out & scanned into MCSBC digital drive.
- Work in collaboration with Executive Assistant & Intake Coordinator in maintaining website information & event calendar.
- Support in updating social media platforms as related to MCSBC programs.
- Supporting '**Hub Support**' duties when staff is away, such as nutrition program, food bank pickup and distribution, etc.
- Work as a team member of MCSBC, may be called upon to perform other MCSBC tasks i.e.: special events.
- Mentor respectful behaviour in the reception area.
- Be mindful, respectful and be prepared to embrace the Metis culture in the office environment and work relations.
- Capable of multitasking efficiently on a regular basis.
- Demonstrates ability to think creatively to assist in special event planning and marketing.
- Demonstrates excellent time-management skills.

### Candidate requirements:

- Office administration or related field
- A bachelor's degree in public administration, political science or a related discipline is usually required however related work experience and training is considered

**Contact us to apply.**

**[ea@mcsbc.org](mailto:ea@mcsbc.org)**