



EDUCATION ADMINISTRATIVE ASSISTANT

PERMANENT FULL-TIME POSITION

LOCATION: MNBC Head Office, Surrey

CLOSES: Friday, March 27th, 2020 at 4:30 PM PST

ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia develops and enhances opportunities for our Métis Communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis Citizens, assisting in the delivery of services based on policy, process, and specified regulations.

WHY YOU SHOULD JOIN OUR TEAM

Headquartered in Surrey, BC, with regional and remote offices across the Province, we are a collaborative and innovative place to make your mark in the world of Indigenous (Métis) rights, programs, and services. With 70+ staff, MNBC is small enough for each employee to feel a sense of community within our offices, while making meaningful and purpose-driven contributions.

- Join our growing team with province-wide programs, services, and operations – offering opportunities for growth and development.
- We engage our employees with a variety of social events throughout the year, including team building events, staff barbecues, holiday events, employee recognition prizes and incentives, and more.
- We believe in a good work / life balance, which is reflected in our 13 annual statutory holidays with vacation entitlement and accrual.
- Enjoy a comprehensive benefits package, with MNBC paying up to 100% of the premiums, and a pension plan with matching contributions.

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Education team as an **Education Administrative Assistant** in Surrey Head Office.

Reporting to the Director of Education, the Education Administrative Assistant provides administrative support to ensure efficient operation of the Ministry of Education. The position is responsible for creating confidential and time sensitive materials, and requires familiarity with a variety of office practices and procedures.

Other responsibilities will include, but are not limited to:

- Handling office tasks, such as filing, generating reports and presentations, setting up meetings, and ordering supplies.
- Collaborating with team members, clients and service providers.
- Responsible for confidential and time sensitive materials.
- Scanning or reviewing incoming data to verify accuracy.
- Combining and rearranging data from source documents where required.
- Excellent time management skills and ability to multi-task and prioritize work.
- Excellent written and verbal communication skills.
- Strong interpersonal, organizational and problem solving skills
- Ability to work in a dynamic, fast-paced setting with a multidisciplinary approach.
- Knowledge of Microsoft Office Applications – Outlook, Word, Excel and Power Point.
- Knowledge of office management systems and procedures.

THE IDEAL CANDIDATE

In addition, the ideal candidate will also have:

- Completion of a high school diploma or equivalent, plus two years' recent, related Administrative Assistant experience. *An equivalent combination of education and work experience will be considered.*
- A minimum of two (2) years service for an Indigenous organization or program that includes interacting with Indigenous people, their communities and government agencies and ministries.
- Must be able to work evenings, weekends and a flexible work schedule as required.
- Previous experience working in an Indigenous Community, with strong knowledge of Métis culture and history, is considered an asset.
- Must successfully complete Criminal Record Check as per MNBC Policy.

The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.

PLEASE NOTE THAT CANDIDATES MUST APPLY BY FRIDAY, MARCH 27th, 2020 at 4:30PM PST.

To apply for this position, please submit your application to:

MNBC Human Resources

Email: hr@mNBC.ca

****Please use Education Administrative Assistant in subject line of your e-mail, along with your resume and cover letter****