



## PROGRAM ASSISTANT

12 MONTHS TERM - FULL-TIME POSITION (37.5 hours per week)

LOCATION: Provincial Office – Station Tower (13401 – 108<sup>th</sup> Avenue, Surrey)

CLOSES: Posting will remain open until filled and will close without notice

### ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) 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.



MNBC's ***Employer of Choice Initiatives*** offers employees a competitive total compensation package including:

- ✓ comprehensive group benefit package or health-care spending account and enrollment in the Municipal Pension Plan
- ✓ 15 paid days per year for statutory and cultural days (Indigenous Peoples Day, Truth and Reconciliation Day, & Louis Riel Day)
- ✓ carpool, parking & public transit subsidies (Provincial Office only)
- ✓ educational spending account and professional development allowances to provide annual funding to continue lifelong learning and skills upgrade.
- ✓ remote workplace supports.
- ✓ internal advancement & redeployment opportunities

### ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Ministry of Employment and Skills Training team as a *Program Assistant*.

Reporting to the Associate Director of Employment and Skills Training, the primary objective of the role is to provide administrative and clerical support to the Associate and Senior Directors, as well as assist on various special projects for the Ministry of Employment and Skills Training and Ministry of Post-Secondary Education.

## **KEY DUTIES AND RESPONSIBILITIES**

- Provide administrative support to the Associate and Senior Directors, including calendar management and travel arrangements, as well as answering telephone, in-person, and electronic inquiries
- Organize and prepare receipts and other documents for submission to the Finance department for the Associate and Senior Directors
- Coordinate internal and external meeting logistics, including facility logistics, preparation and printing of meeting materials and agendas, facilitating telephone or online conference calls, taking minutes, and creating action items for follow up to ensure completion
- Prepare, organize, and coordinate a variety of sensitive and confidential correspondence, memos, presentations, spreadsheets, and reports on behalf of the Associate and Senior Directors
- Perform a variety of other administrative duties, including photocopying, binding, scanning, sorting, filing, and maintaining records in a confidential manner
- Provide administrative support for various projects and support the planning of special events
- Actively participate as a critical member of the STEPS team to create solutions that advance the successful, efficient, and effective delivery of STEPS initiatives.
- Provide administrative and clerical support to regional offices, as needed

## **THE IDEAL CANDIDATE**

Note: Combination of relevant experience, education, and training will be considered

- Administrative Assistant diploma or certificate
- Experience in an administrative capacity
- Combination of relevant experience, education, and training will be considered
- Proven ability to utilize, adapt and embrace new technologies, including Microsoft 365, and other database/software required by the role
- Knowledge of office management systems and procedures, including online scheduling systems
- Proven ability to proofread documents for formatting, grammatical, and spelling errors
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Demonstrated ability to effectively communicate both verbally and in writing, ensuring a high degree of confidentiality is maintained
- Proven ability to utilize strong interpersonal skills to deal with others effectively
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision

## **OTHER COMMENTS**

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC

- There will be a need to attend meetings and events which may require work and travel outside of the normal business hours
- Ability to provide a satisfactory Criminal Record Check
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes

*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.*

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.*

**Using Program Assistant in the subject line of your email, please send your resume and cover letter to:**

[Katie Trace](#)

Associate Director, Ministry of Employment and Skills Training

Métis Nation British Columbia

Email: [stepscareers@mNBC.ca](mailto:stepscareers@mNBC.ca)

MNBC is committed to promoting the health, safety, and well-being of all staff during the COVID-19 pandemic. The safety of our employees and Chartered Communities is paramount, and vaccination against COVID-19 is a key public measure to reduce the spread and severity of the virus and its variants. As such, we have recently announced all employees, vendors, and visitors are required to be vaccinated against COVID-19 in order to come to MNBC offices. **Effective November 15, 2021: full vaccination against COVID-19 is required to be eligible for employment at MNBC. All individuals must provide Proof of Vaccination, to be verified by Human Resources, as a mandatory condition of their employment.**