



First Nations Forestry Council Posting PROGRAM ASSISTANT

(Approved: July 26, 2018)

About the First Nations Forestry Council:

In spring 2006, the First Nations Forestry Society incorporated as a not-for-profit society in British Columbia to conduct its business in support of First Nations in BC participating and engaging in forestry related issues.

The First Nations Forestry Council (FNFC) is governed by a Board of Directors composed of representatives of the First Nations Summit, the Union of BC Indian Chiefs and the BC Assembly of First Nations. FNFC is politically accountable to the First Nations Leadership Council and the First Nations of BC.

For more information regarding FNFC, please visit our web site at www.fnforestrycouncil.ca.

About the Position:

The First Nations Forestry Council is seeking a Program Assistant with a successful track record to provide administrative and business support to the FNFC Program Managers, as well as operational advice and support to First Nations communities and businesses. The incumbent will participate as an integral member of the FNFC program team of Managers and Assistants, performing duties in accordance with the mandate and priorities of the organization. In order to respond to emerging priorities, it is important for FNFC to be able to deploy Program Assistants in a flexible manner responsive to each Program Manager's workload and project priorities.

Reporting to the Program Manager, Workforce & Industry Relations, the successful candidate will provide a wide variety of office management and support functions, including filing, gathering and computing various data, preparation of reports and correspondence, communicating with a wide range of internal and external contacts, and organizing meetings, conferences and other activities that relate to active projects as assigned by the Program Manager, Workforce & Industry Relations.

This position is full-time; however, it is subject to available funding. It is a term position to March 31, 2019 with ongoing employment subject to a satisfactory three-month probationary period and sustained/renewed funding.

Key Responsibilities:

- Administrative and business function support to Program Manager(s) and/or Chief Executive Officer
- Support Program Managers in the implementation of FNFC priorities, programs and projects
- Assist in setting up plans and ensure that timelines are met with regards to specific projects
- Preparing correspondence, data and other information
- Meet with program/project teams to assist in data capture, facilitation or project specific briefings
- Support Program Managers in maintaining communications with FNFC forest industry partners, government program contacts, and First Nations, ASETS and other Indigenous organizations
- Research using internet and other sources for relevant program/project information

Qualifications/Requirements:

Education:

- Degree, diploma or certificate in administration, business administration, project management and public policy, with a minimum of 1 year of related experience, or equivalent combination of education and experience related to this position

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- Experience:
- A degree, diploma or certificate in forestry would be an asset
 - Experience in providing administrative support
 - Experience using various software programs that support office administration
 - Experience working with in program development, program management/delivery and/or program funding and proposal development roles
 - Experience in working in a team environment on program and related activities
 - Knowledge of and experience in the forest industry is preferred

- Abilities and Skills:
- Strong interpersonal and communication skills
 - Strong organizational and coordination skills
 - Good level of computer literacy, especially word processing, spreadsheets, and presentation software, search engines and tools
 - Effective communication skills, including gathering data, compiling information, creating, composing, and editing a variety of written materials
 - Ability to be a self-starter and work effectively with minimal direction
 - Ability to work independently and expeditiously under tight timeframes and competing priorities

- Knowledge:
- Knowledge of office management principles and procedures
 - Knowledge of the forestry sector
 - Knowledge and understanding of First Nations peoples political, governance, socio-economic and community issues, aboriginal ancestry an asset

Location: North Vancouver Office – Suite 2161-1959 Marine Drive, North Vancouver, BC, or
Nanaimo Office – 38 Victoria Crescent, Nanaimo, BC

A competitive compensation package is offered for this exciting and challenging position. If you are qualified and attracted to working in a dynamic and progressive First Nations non-profit organization, please provide your resume in confidence as soon as possible. This posting will remain open until the position is filled.

FNFC is committed to diversity and an inclusive workplace. We will recruit the best-qualified candidates based on skills, experience as qualifications required for the position. If two or more candidates are deemed to be equal in terms of these requirements, preference will be given to the candidate of Indigenous ancestry. As a result, Indigenous applicants can choose to self-identify.

Please submit a cover letter and resume via email to:

First Nations Forestry Council
c/o Kerry Jothen, Human Capital Strategies
kjothen@humancapitalstrategies.ca