



Fraser River Indigenous Society

Currently, we have a position open for:

Administrative Assistant Temporary Vacancy

Classification: Wage Grid Level 10 JJEP

Full time: 35 hrs. (Monday-Friday with occasional evenings or weekends) - This position requires union membership.

Location: 200 11830 223rd

Date of Posting: August 15, 2024

Closing Date: until the position is filled.

Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Indigenous (First Nation, Métis, or Inuit). It will greatly assist us with screening if you refer in your application to your Indigenous identity. Recognizing the impacts of colonization on Indigenous people, it is your choice whether to volunteer information.

This position is open to all applicants. We are committed to the principles and practices of an inclusive and equitable employment process. We encourage applicants from communities which are structurally marginalized based on race, colour, religion, nationality, social or ethnic origin, sex, age, disability, sexual orientation, gender identity and/or expression. All qualified candidates are encouraged to apply. Only applicants shortlisted for interview will be contacted.

This position is part of the holistic team which comprises of different departments working together to provide services and programs to the Urban Indigenous population of Maple Ridge and Pitt Meadows. The Assistant provides administrative support to management and staff. This role our first impression to the public; communication skills and the knowledge of local indigenous community and resources will be a critical skill in this position. The Administrative assistant navigates and supports the relationships with the general public including community partners, funders, and clients.

Your key responsibilities will include, but are not limited to:

- Greeting and directing visitors in person or on the phone and forwarding calls
- Responding to general inquiries and coordinating referral process directing to, internal and/or external resources
- Maintaining and organizing client confidential records and follow ups
- Primary assistant to the ED, supporting Board of Directors with scheduling regular meetings, AGM, recordings and filing matters
- Assisting ED with HR records, staff accounts and passwords (including access if needed)
- Completing administrative, financial forms and maintenance of manuals and records
- Supporting Accounts needs such as vendor relations and payments, invoices, and budgeting, managing and reconciling petty cash
- Community notices through posters, social media, and other forms of public communication needs
- Typing documents, creating written responses to community correspondence, filing, Records management, and other general administration needs of the society



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- Coordinating facility maintenance, booking space and transportation requirements for staff and program participants
- Maintain social media, marketing and event communication
- Gather data and diligently maintain records in prescribed form
- Provide regular reports and updates on progress with management and staff
- Manage bookings internal and external spaces
- Receive and distribute referrals, inquire with managers as to progress of referrals
- Required of driving errands as procuring supplies, parcel pick ups, getting cheques signed, bank deposits, and other off site responsibilities
- responsible for tracking the maintenance of company vehicles including insurance and delivery of vehicles for tune-ups and repairs
- Must participate in taking care of our spaces by assisting with light cleaning duties including kitchen areas, meeting spaces, reception areas, and other common spaces
- Planning of events and workshops by (but not limited to) ordering food, calling participants, advertising, completing forms, registrations, and applications tracking grant reports.
- Participate in agency events and activities, as required (NIPD, Truth & Reconciliation/Orange Shirt Day) and other community events required by the organization
- Adhere to policies and standards of FRIS

To qualify:

- Diploma pertaining to office assistant/administration with bookkeeping/budgeting
- 2 years clerical/administrative support experience, education, and/or training to work with vulnerable populations
- Demonstrate experience of Indigenous centered work, empathy and historic understanding, working with community members
- Demonstrated advanced clerical experience
- 60 WPM typing ability
- Ability to work independently under pressure and plan for upcoming events or deadlines
- Demonstrated listening skills
- Demonstrated ability to navigate Microsoft Office 365, social media platforms
- A valid Class 5 BC driver's licence, clean driver's abstract, and access to a reliable own vehicle
- Criminal Record Check with Vulnerable Sector Screening

wage starting at \$25.95 /hour

To apply send a cover letter & resume to: **FRASER RIVER INDIGENOUS SOCIETY**

11830 223rd Street (2nd floor), Maple Ridge, BC V2X 5Y1,

Email: exectutivedirector@frisociety.ca