



OPPORTUNITY IN FNESS ADMINISTRATION Competition # 2019-06

Currently inviting resumes for full time Executive Assistant(s) for FNESS - Administration.

The First Nations' Emergency Services Society (FNESS), under the governance of a First Nations' Board of Directors, is a charitable not-for-profit society in British Columbia (BC) that provides emergency, safety and health training supporting First Nations' to develop safe and healthy communities. To date, FNESS has earned a reputation for responding to the changing fire service, forest fuel management and emergency management needs of First Nations communities and has established a solid track record at the local, regional and provincial levels. This is reflected in both the growing demand of service requests from First Nations communities and the development of more government-sponsored programs with FNESS.

POSITION SUMMARY

FNESS Executive Assistant(s) report to FNESS Executive Director and will be expected to support the goals of the society in the delivery of programs to the First Nations communities. The position is responsible for providing confidential administrative support to the Executive Director and the FNESS Board of Directors.

Duties and responsibilities may include, but are not limited to:

- Provide support, as assigned, for the Board, Organizational planning, general Administration, FNESS Operations, and Committee involvement.

General

- Perform all duties and responsibilities in accordance with the FNESS policies, standards, governing regulations and procedures.
- Maintain confidentiality on all matters relating to FNESS business.
- Provide
- Perform other duties and responsibilities as necessary in the performance of the position, and as directed by FNESS Executive Director.

PERSONAL QUALIFICATIONS AND OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Post-Secondary Diploma or Degree in Business, Office Administration or Information Technology with Minimum of 2 years' experience as an Executive Assistant; or work/education equivalency.
- Experience working closely with First Nations communities and service organizations.
- Understanding of First Nations' culture, language and customs
- Strong communication skills in written as well as verbal communication and proficient in use of electronics and computer programs.
- Experience working for a Society / Non-profit organization
- Exceptional time management and organizational skills
- Required at all times to adhere to FNESS policies, standards, governing regulations and procedures.
- Develop and maintain a level of trust, integrity and professionalism

Successful candidates must possess a valid Driver's License, obtain a current criminal record check which includes a vulnerable sector check and submit a current driver's abstract. An understanding of First Nation peoples, protocols and customs as it relates to timely, accessible and culturally-congruent FNESS planning and program delivery is beneficial.

The posting(s) will remain open until suitable candidate(s) are identified.

Please forward a current resume and cover letter, including references to: HR@fness.bc.ca

Attn: Executive Director
First Nations' Emergency Services Society of BC
A 274 Halston Road
Kamloops, BC, V2H 1P7
Email: HR@fness.bc.ca
Fax: 250.377.7600