

Job Posting – Nation Health Administrative Assistant

The Nlaka’pamux Nation Community Engagement Coordinator is currently recruiting for a temporary full-time (1 FTE), Nation Health Administrative Assistant. Office is located at 2064B Coutlee Ave, Merritt BC. The Nlaka’pamux Nation Health Administrative Assistant will support the Community Engagement Coordinator as required in the day to day operations by maintaining communications, providing administrative and clerical support and assisting with event planning and coordination of activities.

START DATE: September 25, 2017

END DATE: March 31, 2018

(Please note that the term of this position may end prior to or be extended beyond the expected end date.)

HOURS OF WORK: Monday to Friday 8:30 am – 4:30 pm (35 Hours per week)

APPLICATION DEADLINE: 4:00 pm, September 13th, 2017

RESPONSIBILITIES:

- Coordinate meeting logistics, record and distribute meeting minutes;
- Prepare notices, posters & other promotional materials;
- Assist with project planning, scheduling, and coordinating resources;
- Support with all Nation communications;
- Compile and maintains contact lists;
- Any other tasks as assigned.

QUALIFICATIONS/EXPERIENCE:

1. Previous experience taking meeting minutes;
2. Possesses basic knowledge of Nlaka’pamux First Nations communities and health priorities;
3. Completion of grade 12 or equivalent;
4. Minimum of 3 years’ experience in an office setting;
5. Strong verbal and written communication skills;
6. Strong computer skills and knowledge of programs such as Outlook, Word, Excel and PowerPoint;
7. Good organizational skills and record keeping;
8. Cheerful presence and people skills;
9. Must be able to type, preferably at a speed of 45 w.p.m. or more.

If you are interested in applying for this position, please email your application to:
bernadette.collins@fnha.ca by September 13th, 2017 at 4:00pm

Deliver to: Scw’emx Community Health #103 – 2090 Coutlee Ave, Merritt BC

Mail to: P.O. Box 3090 Merritt BC, V1K 1B8 Attn: Bernadette Collins

Only qualified applicants will be interviewed.

Apply with cover letter, resume, and 3 recent employment references