



JOB POSTING

OUTREACH ADMINISTRATIVE ASSISTANT (to cover maternity leave)

The Stó:lō Xwexwílmexw Government is looking for a qualified candidate to fill a temporary full-time position as an Outreach Administrative Assistant. The Outreach Administrative Assistant will be responsible for assisting with the administrative aspects of the Outreach team as they plan, promote, and co-ordinate Stó:lō Xwexwílmexw Government (SXG) community events under the supervision of the Outreach and Communications Manager.

Duties include, but are not limited to, the following: compiling agendas and minutes for meetings; scouting venues for events; booking events, buying supplies and giveaway products and scheduling appointments; tracking Outreach team expenses, etc.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Assists those who organize all SXG Outreach events and activities in co-operation with other members of the Outreach Team.
- Provides general administrative and office management support to the Outreach Team.
- Books rooms, arranges catering, prepares agenda packages and takes minutes at meetings.
- Works with team to handle the booking of venues for events; entertainers, speakers, caterers, and exhibitors; and arranges proper accommodation and transportation for event participants such as speakers, entertainers, exhibitors, delegates etc.
- Maintains an accurate, up to date and confidential contact list for the SXG communities
- Prepares mailouts and manages the Canada Post account for the office
- Receives incoming mail; reviews, evaluates, and distributes correspondence as directed by the Outreach and Communications Manager; and other such clerical duties
- Coordinates all invoicing, honoraria forms, travel reimbursement forms etc. for leaders, staff and key participants.
- Prepares and delivers signage and other promotional materials to Outreach events.
- Prepares monthly and weekly reports as required
- Orders general SXG office supplies, kitchen supplies and equipment as necessary
- Manages the purchase and movement of office furniture as needed
- Ensures that Outreach Team information is filed in an orderly manner in both digital and print folders.
- Plans SXG staff team building days and other celebrations
- Provides administrative support to the Outreach and Communications Manager.
- Performs other duties as necessary

Requirements

- Bachelor's Degree preferred. High School Diploma, GED, or equivalent required.
- 2 years' direct work experience in an office environment.



Stó:lō Xwexwílmexw Government

- 2 years' experience as an administrative assistant preferred.
- Strong knowledge of general office procedures involving travel arrangements, budget management, reports, etc.
- Familiarity with Stó:lō and/or other First Nations' culture, traditions, and history preferred.
- Openness to on-going learning in relation to Stó:lō culture and history required.
- Ability to write and format correspondence, including memos, letters, etc.
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision.
- Professional, responsive, and positive work attitude is essential.
- Ability to maintain filing systems and basic databases.
- Strong interpersonal skills to communicate with all levels of staff, management, executive and leadership teams, along with the public (community members) at large.
- High level of integrity, confidentiality, and accountability.

Work Conditions

- Ability to work evenings and weekends, and overtime as required
- Occasionally a high stress, fast-paced environment

Salary: To be based on experience.

Type of Position: Full-time with benefits (subject to a three-month probationary period).

Schedule: 35 hours per week.

Please note: pursuant to Section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Aboriginal ancestry.

Applications will be accepted until February 28, 2023 at 4:30 pm

Please submit a cover letter and resume to heather.ramsay@sxgov.ca