



CORPORATE SERVICES ADMINISTRATIVE COORDINATOR Competition 22-06

FNESS is currently inviting applicants for the position: Corporate Services Administrative Coordinator

The First Nations' Emergency Services Society of British Columbia (FNESS) is a not-for-profit organization, as well as a registered charity, under the governance of a First Nation Board of Directors. FNESS assists BC First Nations in developing and sustaining safer, healthier and thriving communities. Our programs focus on Awareness, Preparedness, Mitigation and Recovery. The goals of a self-sustaining and resilient community must keep *safety* as a priority as we support the development of community and professional capacity.

POSITION SUMMARY

The Corporate Services Administrative Coordinator is responsible for supporting the Corporate Services Manager in the development, coordination, promotion and administration of the FNESS Corporate Services to First Nation Communities. This is an intermediate position requiring excellent communication, organizational and management skills and experience.

CORE RESPONSIBILITIES

- Perform all duties in accordance with the job description herein, the FNESS policies, standards, governing regulations and procedures, and as directed by the Corporate Services Manager.
- To support the Corporate Services Manager and functions within the Corporate Services department.
- Maintain confidentiality on all matters relating to the affairs of FNESS.
- Perform other Administrative Coordinator duties and responsibilities as required, and as directed by the Corporate Services Manager.

SPECIFIC DUTIES

PROGRAMS

- Assist Corporate Services Manager with the coordination and administration of all Corporate Services functions.
- Co-ordinate the collection and administration of reports from First Nation Communities and for direct reports for FNESS such as Indigenous Services Canada.

WORKSHOPS AND EVENTS

- Assist management in the pre-planning and development of larger events.
- Assist in the promotion of programs.
- Coordinate accommodations and travel arrangements for presenters/instructors.
- Assist instructors with the coordination of gathering and shipping of pre-course materials or equipment if necessary.

ADMINISTRATION

- Provide own work plans (weekly, annually) as required.
- Assist Corporate Services Manager with program reports for both internal and external purposes.
- Assist and coordinate scheduling of meetings for Corporate Services.
- Start and maintain files for all courses/workshops/events.
- Ensure required Corporate Services information is collected, entered and maintained in various electronic databases and that these databases are properly managed.
- Distribute information packages and necessary forms to all First Nations Fire Departments and communities via fax, mail or email.
- Receive communication from enrollees and answer general questions regarding current and upcoming courses/workshops/events.

EDUCATION/TRAINING/EXPERIENCE

- Grade 12 education.
- 2 – 3 years' experience in an administrative/supervisory role.
- Experience using computer systems and proficient with Microsoft Office programs.

MUST DEMONSTRATE THE FOLLOWING COMPETENCIES

- Able to work with limited supervision.
- Work well in a team environment.
- Solid communication skills, both verbal and written.
- Versatile with capacity and capabilities to manage multiple projects.
- Highly motivated, detail oriented and dependable.
- Open to learning and accessible to all levels of the organization.
- Possess organizational, time management, and trouble-shooting competencies.
- Previous experience with session/workshop planning, implementation and reporting.
- Experience working in the fire and/or emergency services industry.
- Good understanding of governance requirements for First Nations' communities.
- Understanding of First Nations people, culture and customs.

REQUIREMENTS

- For larger events this person may be required to travel to various locations throughout the province in order to pre-plan for events (meeting with other facility managers to look at facilities for preplanning purposes).
- Develops and maintains a level of cultural awareness of First Nation communities as it relates to the delivery of Fire Services programs.
- Develops and maintains a level of trust, integrity and professionalism with communities, clients and organizations.
- Criminal records check (will be required to work on First Nation reserves).
- Current driver's license with own transportation.

We are looking for the right fit to support the Corporate Services Division. The successful candidate must possess a valid Class 5 BC driver's license, a clear current criminal record check (vulnerable section) and will be required to supply a current driver's abstract.

Preference may be given to individuals who self-identify as being of Indigenous ancestry.

TERMS: Full Time Employment Agreement

LOCATION: Remote Work

HOURS OF WORK: Monday to Friday 8:00 a.m. – 4:00 p.m.

Deadline for receiving applications is: Will remain open until filled. Only successful candidates will be contacted.

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

Attn: Corporate Services Manager

First Nations' Emergency Services Society

102-70 Orwell Street

North Vancouver, BC, V7J 3R5

Email: HR@fness.bc.ca

Fax: 604.669.9832