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# Employment Opportunity

## Administrative Support Clerk

### *Corporate Services – First Nations Relations Division*

Competition	<b>19/095</b>
Status	<b>Regular Fulltime</b>
Hours of Work	<b>70 hours bi-weekly</b>
Rate of Pay	<b>\$29.88 - \$31.78 per hour</b>
Review of applications begins	<b>4:00pm on June 13, 2019</b>

### **Summary**

This position acts as the administrative support to the First Nations Relations Standing Committee, regional/provincial/federal tables as appropriate, Forum of All Councils, and will attend to the documentation and records management associated with increased referrals, regulatory requirements (corporate archeology policies and procedures) communications, general outreach and information sharing as well as other duties related to the work of the First Nations Relations division.

### **Duties & Responsibilities**

Under the direction of the Manager:

- Provide administrative support to the First Nations Relations Standing Committee, and other tables as directed, including coordinating meeting arrangements, preparation of agendas and supporting material, takes, edits, transcribes and distributes minutes, advises on procedural rules during meetings, and follow-up on actions and decisions of the Committee and other tables as needed.
- Provide administrative support to the First Nations Relations Division including coordinating manager's schedule, responding to calls for inquiries, drafting and editing correspondence and documents, tracking and following up on tasks, filing, website support and reconciling purchase cards.
- Provide SharePoint administration support to the First Nations Relations Division and the Corporate Service Department as required.
- Attend to the documentation and records management of correspondence, follow-up and referrals out to First Nations on CRD projects.
- Assist with grant funding applications and letters of support.
- Provide support to the First Nations Relations Division in the organization of outreach, education, and relationship-building events.
- Assist with the research and writing of staff and program reports.
- Provide a variety of information and assistance to internal and external contacts relating to past, present, or future activities of the First Nations Relations Division.
- Assist and provides backup to the Manager, First Nations Relations and/or the First Nations Engagement Assistant as directed by the manager.
- Provide administrative assistance and support to other functions of the First Nations Relations Division as directed.
- Follow all policies, procedures and standards of the CRD.
- Perform other duties as required.

## Qualifications

- High School graduation supplemented by course in business and office administration and 3-5 years' experience in a progressively responsible administrative/secretarial capacity; OR one year technical school certification and 3-5 years' experience in a progressively responsible administrative/secretarial capacity.
- Knowledge of, or interest in learning about local First Nations.
- Understanding of, or interest in learning about First Nations culture, traditions, and protocols.
- Thorough knowledge of business English, spelling, punctuation and arithmetic.
- Typing speed not less than 60 wpm; and ability to take meeting notes.
- Ability to coordinate meeting arrangements, prepare agenda and supporting material; take, edit, transcribe and distribute minutes which involve interpretation of the collective sense of meetings, and the framing of motions often from general dialogue.
- Ability to prepare, process and check a variety of reports, documents and correspondence related to the position.
- Ability to work collaboratively and deal tactfully and effectively with a variety of internal and external contacts.
- Excellent communication (written and verbal), interpersonal skills are required.
- Proficiency with research and basic analysis.
- Advanced proficient and experience with word processing (MS Word), spreadsheets (MS Excel), presentation (MS PowerPoint), and electronic mail (MS Outlook) software.
- Strong working knowledge of document management systems such as SharePoint, Granicus, and InfoLinX.
- Ability to operate various types of office equipment.
- Must possess a valid BC Driver's Licence.

Please note: This position is currently being reviewed as referenced in Article 27.01 of the CRD/CUPE Local 1978 Agreement.

## Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at [www.crd.bc.ca](http://www.crd.bc.ca) under "Careers".

The Capital Regional District's boundaries span the Traditional Territories of over 20 First Nations, whose ancestors have been taking care of the land since time immemorial. The CRD's neighbouring First Nations include: Songhees, Esquimalt, WJOLEP (Tsartlip), BOKEEN (Pauquachin), S7AUTW (Tsawout), WSIKEM (Tseycum), M4LEEL (Malahat), Sci'aneu (Beecher Bay), T'Sou-ke, Pacheedaht and Pune'laxutth' (Penelakut).

The CRD is committed to Reconciliation with Indigenous peoples. For the full Statement of Reconciliation, please visit: [www.crd.bc.ca/firstnations](http://www.crd.bc.ca/firstnations)

**The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.**

