

EDUCATION ASSISTANT

Mission

To provide administrative support to the Education and Employment team. You will be mentored and guided on how to coordinate projects, assist with grant writing and reporting, and learn key personal and professional skills that will set the stage for a rewarding career.

Who Are You?

You love to be organized and naturally help others by keeping projects and information flowing.

You are a great communicator. You enjoy writing and communicating project ideas and the details that need to be known by your team members.

You are a self driven learner and have a passion for education. This interest motivates you to move projects forward.

What Will You Do?

You will support the Education and Employment team by providing general administrative support.

From answering emails, preparing invoices to gathering information for grant and education programs, you will work on exciting projects and learn from amazing leaders.

Key Responsibilities

- Provide support to write grants and report on project outcomes. Learn the methodology and process behind grant writing including collecting, compiling, organizing, and sharing project data and key information.
- Prepare invoices for Accounts Payable. Work with finance to ensure invoices are coded and filed.
- Work closely with education and culture team on event coordination and execution.
- Help gather information needed for education and employment programs.
- Provide general office support from answering phones, emails, and scheduling meetings, maintain files and electronic databases.
- Write letters and general correspondence. Work with communication officer in creating website content, share pictures, ect.
- Attend meetings. Learn to take meeting minutes, prepare briefing notes, and build agendas.
- Perform other related duties as requested.

Qualifications and Terms

- Interest in continuing education is ideal.
- Intermediate computer skills, including knowledge of Microsoft Word and Outlook. Basic knowledge of Microsoft Excel.
- Exposure or experience in an administrative role is an asset.
- Can demonstrate strong organizational and time management skills.
- Proven ability to follow policy and processes and communicate finer details.
- Able to provide a cleared RCMP Vulnerable Sector Check.
- Must be able to work onsite, in Invermere, BC.

Personal Attributes

- Excellent communication skills. Proven ability to communicate clearly and professionally both orally and in writing.
- Excellent organizational skills. Proven ability to manage multiple tasks with consideration to timelines and directives.
- Attention to detail. Able to use critical thinking skills when compiling information and organizing projects.
- Understand practices of maintaining confidentiality.
- Collaborate effectively with community members, band staff and external partners.
- A willingness to learn additional skills, research methods and techniques as needed.
- Understanding of the Shuswap Band community, culture, and Secwepemc values.

Additional Information

This is a full time, year position. We work 9am - 4pm, Monday to Friday. Hourly rate is \$20.00 - \$25.00 an hour. We offer a wide variety of perks including:

- Generous vacation including 2 weeks paid holiday over Christmas
- Employer matched pension plan
- Extensive health and benefits package
- Bi-weekly healthy food box
- Dynamic work environment

How to Apply

We value diversity and welcome all qualified candidates to apply. Employment and promotion of an Indigenous person or Shuswap Band members will be administered in a fair and reasonable manner and is consistent with the Canadian Human Rights Commission Policy on "Aboriginal Employment Preference."

If interested, please apply to nmorgan@shuswapband.ca by Aug 8, 2022. Only qualified candidates will be contacted.