



## **JOB POSTING**

### **ADMINISTRATIVE AND EVENTS ASSISTANT**

The First Peoples' Cultural Council is a First Nations-run Crown Corporation mandated to support Aboriginal language, arts and culture revitalization in British Columbia, and is based in Victoria, British Columbia. We are looking for an Administrative and Events Assistant to join our team. This position is a one-year term position.

#### **Summary**

Under the supervision of the Conference Manager, the Administrative and Events Assistant performs duties to support both general administration and an upcoming conference, including event logistics and volunteer coordination.

#### **Responsibilities**

##### **Event Planning**

- Oversees event planning and logistical arrangements, and ensures materials are available, for special events and meetings as requested
- Coordinates correspondence through the conference website, email and registration accounts
- Assists in making travel arrangements for conference delegates including responding to inquiries related to accommodations and related travel
- Attends Planning Committee meetings as directed and records meeting minutes
- Assists in coordinating the tasks of a team of volunteers
- Provides on-site support of the conference and related events
- Assists with promoting programs, as needed
- Performs other related duties as required

##### **Administration**

- Answers incoming telephone calls and emails related to the conference, takes messages and directs them to the appropriate individuals
- Types correspondence, reports and proposals as requested
- Assists senior staff with mail outs, photocopying, faxing, and collating information packages and reports
- Assists with other administrative duties as required

#### **Education & Training**

Grade 12 supplemented by 6 months to 1 year of post-secondary training in a business, office management or secretarial field, or an acceptable combination of equivalent education, training or experience in related fields.



**FIRST PEOPLES'**  
CULTURAL COUNCIL

## **Skills and Abilities**

Must possess demonstrated ability as outlined below:

- Familiar with the MS Office Suite including Word, Excel, Power Point and Outlook.
- Excellent organizational and record keeping skills
- Good verbal and written communication skills; friendly and outgoing
- Ability to be flexible and responsive to changing priorities and deadlines
- Demonstrates the ability to be pleasant, polite and patient in dealings with staff and the public
- Demonstrated ability to work well under pressure to meet deadlines
- Demonstrated attention to detail
- Excellent team player
- Prompt, dependable and able to follow directions

For more information about the First Peoples' Cultural Council, visit: [www.fpcc.ca](http://www.fpcc.ca)

**Please send a resume and covering letter, by December 7, 2018, to: [shay@fpcc.ca](mailto:shay@fpcc.ca).**

*Submissions from applicants with Indigenous ancestry are strongly encouraged to apply. Only short-listed candidates will be contacted. All applications will be treated with strict confidentiality.*