



## **JOB POSTING**

### **Arts Program Administrative Assistant**

The First Peoples' Cultural Council is a First Nations-run Crown corporation mandated to support Indigenous language, arts and culture revitalization in British Columbia. We are looking for an **Arts Program Administrative Assistant** to join our team. This position is based out of the FPCC office in Brentwood Bay.

#### **Summary**

The **Arts Program Administrative Assistant** supports the Arts Program and related activities, contributing to the effective programming and community support as well as varied office tasks.

#### **Responsibilities**

The Arts Administrative Assistant provides support to all areas of the Arts Programs

- Assists Arts Program Manager and Arts Program Associate with arts related assignments and special projects
- Provides effective support to the Arts Program in responding to correspondence and telephone calls and gathering and providing information as requested.
- Opens incoming grant proposals and creates new files/preparing for digital
- Reviews incoming proposals for completeness using the provided checklist
- Enters data with a keen attention to detail
- Assists with letter generation, copying, and preparing for mail outs
- Photocopies extensive, confidential and often complex documents with keen attention to detail
- Deals with highly confidential materials and processes
- Assists with coordination of Arts Programs juries and other meetings
- Types from handwritten notes, verbal instructions, and electronic drafts, correspondence
- Assists with travel arrangements, includes books flights, car rentals and hotels, and business expense claim forms
- Answers telephone calls and provides the information callers require or refers them to the appropriate staff members
- Sends and receives faxed material and prepares courier slips if/when necessary
- Maintains knowledge of FPCC Arts Program standards, policies, procedures and guidelines, in order to understand and anticipate the support requirements
- Retrieves filed material on request
- Handles highly confidential information.
- Exercises diplomacy in dealings with clients and other external contacts.
- Maintain current filing system
- Send and retrieve files from storage
- Performs other related duties as required



## **Organization Relationship**

- The Arts Administrative Assistant reports directly to the Arts Program Manager

## **JOB REQUIREMENTS**

### **Education & Training**

The position requires:

- Relevant post-secondary certificate focused on office procedures or management, arts, culture, communications, or an acceptable combination of equivalent education, training or experience in related fields
- 2 years' experience in an administrative support role

### **Skills and Abilities**

Must possess demonstrated ability as outlined below:

- Demonstrated solid organizational and communication skills
- Exceptional computer skills including familiarity with MS Office Suite including Word, Excel, Access, Power Point and Outlook.
- Good research and writing skills
- Good verbal and written communication skills
- Knowledge and experience of First Nations and Indigenous Communities in BC
- Ability to work independently and as part of a team
- Demonstrated tact and judgment in interpersonal relationships.
- Ability to work with confidential and sometimes sensitive information
- Demonstrated ability to work well under pressure to meet deadlines.
- Ability to adjust priorities quickly.
- Demonstrated interpersonal skills and proficiency in art and business vocabulary to effectively represent First Peoples' Council Arts Program
- Demonstrated attention to detail
- Demonstrated time management skills to complete work

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

Please email your resume and covering letter by December 11, 2020 to: [HR@fpcc.ca](mailto:HR@fpcc.ca)

Submissions from applicants with Indigenous ancestry are strongly encouraged to apply. We thank all applicants; however, only short-listed for an interview will be contacted. All applications will be treated with strict confidentiality.